DOCUMENT RESUME

ED 038 502 VT 010 291

AUTHOR Hoskins, John Emmett
TITLE A Study of Certain Characteristics Which Have Predictive Value for Vocational Adjustment in a Rehabilitation Workshop.
INSTITUTION Goodwill Industries of Greater Detroit, Mich.; Wayne State Univ., Detroit. Dept. of Special Education and Vocational Rehabilitation.
PUB DATE 64
NOTE 195p.
AVAILABLE FROM Goodwill Industries of Greater Detroit, Detroit, Mich.

EDRS PRICE EDRS Price MF-$0.75 HC Not Available from EDRS.
DESCRIPTORS Educational Background, *Individual Characteristics, Occupational Information, Physical Characteristics, *Predictive Validity, Psychological Characteristics, Questionnaires, Socioeconomic Background, Success Factors, *Vocational Adjustment, *Vocational Rehabilitation, *Workshops

ABSTRACT

The relationship between vocational success, as determined by a panel of judges, and the personnel and psychological information available on each employee, was studied in an effort to identify those characteristics which are reasonable valid predictors of individual success in the rehabilitation process. The sample consisted of 216 males and 130 females representing 20 of the possible 27 disability classifications established by Goodwill Industries of America for reporting purposes. The characteristics under study were educational background, social and cultural background, psychological characteristics and physical characteristics. It was found that the measures of intelligence and personality, using standardized instruments, were useful; however, personnel information obtained from the standard form of many Goodwill Industries does not elicit significant information upon which to make a prediction of success or failure. (CH)

ED038502

A STUDY OF CERTAIN CHARACTERISTICS WHICH HAVE PREDICTIVE VALUE FOR VOCATIONAL ADJUSTMENT IN A REHABILITATION WORKSHOP

JOHN E. HOSKINS, Ed.D.

GOODWILL INDUSTRIES OF GREATER DETROIT
DETROIT MICHIGAN

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A STUDY OF CERTAIN CHARACTERISTICS WHICH HAVE PREDICTIVE VALUE FOR VOCATIONAL ADJUSTMENT IN A REHABILITATION WORKSHOP

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1964

ACKNOWLEDGMENTS

To list the names of all of the individuals who have directly or indirectly assisted in this research would be impossible. To single out a few will be difficult and, I'm sure, unfair; however, some people do deserve special recognition, such as Dr. Stanley R. Kuffel, my Major Advisor from Western Michigan University, who convinced me that a Master's Degree was not enough.

Special thanks would have to be given to each member of my Doctoral Committee, especially to Dr. John J. Lee, the chairman, who served not only as Major Advisor in my doctoral program, but as a member of the board of directors of Goodwill Industries of Greater Detroit.

The help and guidance of Dr. James E. Keller must be given recognition, for it was he who helped make pages and pages of data fall into a meaningful pattern.

Recognition must also be given to Mr. Donald T. McGregor, Director of Rehabilitation Services at Goodwill Industries of Greater Detroit, as well as the other members of the staff, and to the 346 employees in the research sample, without whose cooperation this project would have been doomed to failure.

If only one person could be recognized whose contribution made possible this research, it would be my wife, Joyce, without whose continued patience and encouragement over many, many years, this achievement would never have been made.

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I INTRODUCTION

Nature of the Problem

The purpose of this research is to determine those characteristics of education, social and cultural background, psychological make-up, and physical condition, which relate highly to the individual's successful vocational rehabilitation. This is to be done in an effort to develop more objective methods of selection of clients in a workshop program, such as Goodwill Industries of Greater Detroit.

The local Goodwill operation is dedicated to the evaluation of vocational potential, training for gainful employment, employment of a sheltered nature, as well as placement into competitive industry of physically, mentally, and emotionally disabled individuals. This program is one of habilitation, as well as rehabilitation, in that many of the clients have never had gainful employment or trade training prior to referral to Goodwill Industries. It is the increase in the number of these referrals, as well as the more frequent incidence of serious disabilities, which makes this type of research necessary.

"The number of handicapped persons in the general population is reported to be increasing. The number of cases found and seeking rehabilitation is growing. The humanitarian concept of the American people is broadening to include additional rehabilitation services. The costs of rehabilitation services are steadily rising at the same time the

needs and services are multiplying."[1]

This quotation from Dr. Thompson states the basic reasons for the increased pressure upon workshops to provide more comprehensive and more efficient services. Added to this is the fact that workshops are being considered as possible resources in helping to solve the problems of the senior citizen and the technologically unemployed, as well as the younger group of school drop-outs.

All workshop executives find themselves in an almost hopeless position of being unable to keep pace with increasing demands upon their facilities. As more people are referred to or apply for services, more have to be turned away. The problem of selecting those applicants who can best be served by the rehabilitation process is a very real one. Since the services of any one agency cannot be extended to serve all handicapped people, primarily because of the limitations of money and staff, we must accept the fact that some type of selectivity is at work. As more application forms are filled out than there are jobs available, someone has to decide which of the many applicants may be accepted for the next available job. It is true that sometimes the selection is a matter of chance, a certain person being available or at least fresh in someone's mind at the time a job opportunity presents itself; but this does not say that this individual is the person who can best be served by the rehabilitation program.

The problem is one of trying to find or develop some method of predicting which applicants are more likely to complete the rehabilitation process successfully. Any techniques that can be developed are sure

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[1]Thompson, Nellie Zetta (ed.). The Role of the Workshop in Rehabilitation. Washington, D.C.: Office of Vocational Rehabilitation. July, 1958. p. 46.

to improve the selective process currently in use. This should help prevent needless frustration and should also make the facilities available to more individuals who possess the potential for success.

Others have recognized the need for this type of research. The National Council on Psychological Aspects of Disability, Division 22, of the American Psychological Association, listed: "Educational, social, and psychological variables which differentiate successful and unsuccessful job placement"[2] as one of the items of needed research in the field of rehabilitation.

The current method of selection of applicants in local Goodwill Industries organizations is as follows: The personnel staff is responsible for accepting people into the program to fill any of 79 hourly rated jobs, listed in Appendix C, with the major emphasis upon filling these vacancies with individuals for whom Goodwill can do the most, not necessarily those who can do the most for Goodwill Industries.

To accomplish this, each applicant fills out the application form found in Appendix D, giving basic biographical information and past employment experiences. An interview is held to determine whether or not the applicant should be served by Goodwill Industries or some other agency in the community. At times the vocational problem is not the most serious one, and referrals are made to the agency which can handle the immediate problem more adequately. A medical examination is given to determine physical limitations to employment. After this, a vocational plan is established and the applicant's name is usually placed on a waiting list, filed under one or more job classifications in which the personnel director feels the applicant is qualified, interested, and

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[2]Wright, Beatrice A. (ed.). Psychology and Rehabilitation. Washington, D.C.: American Psychological Association, 1959. p. 137.

potentially able to succeed.

When an opening occurs for a given job classification, the applications filed under it are reviewed to select the best candidate. At this point the question is usually asked, "How can we be sure which candidate is the best?" The method of selection might vary with the personnel clerk checking the files. In one case the person who has been on the waiting list the longest might be chosen; in another case the preference might be given to the person whose application is the most recent; or the choice might even go to the applicant who happens to be known to the clerk because he or she helped him fill out the original application. In any event, regardless of the methods of selection used, few of them are related to any objective system.

Setting for the Research

"Humanity is always set forward by important movements of social advance; and the highest movement is always led by some forward-looking individual who becomes the incarnation of his social ideal and message. In this sense Dr. Edgar J. Helms is one of the most important social forces in America today,--and his influence is beginning to be felt throughout the modern world."[3] This tribute to Dr. Helms and his Goodwill Industries program was written some twenty-five years after the humble beginnings of what is today the world's largest network of rehabilitation agencies dealing with all types of disabilities.

The motivation for the establishment of the Goodwill movement was not the dream of vast numbers of workshops scattered throughout the

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[3]Moore, F. C. The Golden Threads of Destiny. Boston: Morgan Memorial Goodwill Press, 1952. p. 62. citing Pioneering in Modern City Missions by Bishop F. B. Fisher.

United States and the rest of the world, serving thousands upon thousands of handicapped people; but, rather, Dr. Helms was motivated by the necessity of solving the economic, social, and spiritual needs of the people who were living in crowded tenements in what was regarded as the most depressed and economically-deprived area in the south end of Boston. In the beginning Dr. Helms merely gathered clothing so that members of his small congregation could be adequately clothed. As a method of maintaining individual dignity, Dr.Helms allowed the individuals to purchase the items of clothing and household articles by means of labor on the repair of these materials. Thus, the replacement of a button or sewing on of a patch became the medium of barter with which individuals could purchase merchandise which they badly needed. One day in April, 1902, it was discovered that a surplus of clothing had been accumulated after the "employees" had purchased what they required. Someone suggested that these articles should be put on sale for other needy people in the community. At the close of business that first day, it was discovered that there was sufficient money on hand to pay those who had repaired the items at the prevailing wage rate for their hours of labor. At that moment the Goodwill Industries program was given birth.

In 1915 a second program was established in Brooklyn, New York, and Dr. Helms soon began to travel from city to city to stimulate local community interest in this self-help method of serving the less fortunate. There were 26 Goodwills in 1925, 36 in 1930, 72 by 1940, 91 in 1950, 124 by 1960, and today there are 129. These 129 operations give service in more than 3,300 communities. The growth of this national program may be seen by the selected statistics shown in the following

Table.[4]

TABLE 1

RECAPITULATION OF SELECTED STATISTICS FROM ANNUAL REPORTS OF THE NATIONAL HEADQUARTERS OF GOODWILL INDUSTRIES 1926--1963

Year	No. Reported	Diff. Persons Employed	Total Hours Employment Given	Total Income	Opportunity Wages	Total Assets
1926	28	9,855	2,424,197	$ 2,202,142	$ 943,371	-
1927	32	13,833	2,721,138	2,344,389	1,012,581	-
1928	34	12,718	3,018,463	2,754,137	1,177,310	-
1929	34	12,573	3,525,187	2,998,058	1,354,957	-
1930	36	37,767	5,118,683	3,067,231	1,505,988	-
1931	38	38,466	6,159,608	3,297,689	1,730,041	-
1932	40	43,698	6,677,818	3,255,934	1,687,093	-
1933	42	52,675	6,090,791	3,163,150	1,645,318	4,348,655
1934	69	46,510	6,580,495	3,261,122	1,628,486	4,642,884
1935	66	34,314	6,474,372	3,357,625	1,638,639	4,593,969
1936	68	37,291	7,350,717	3,918,594	1,976,901	3,490,727
1937	78	45,986	9,342,900	4,951,647	2,468,051	3,935,744
1938	80	27,801	5,284,906	4,324,073	2,185,966	5,816,442
1939	76	29,443	5,694,275	4,586,469	2,313,400	6,119,989
1940	72	31,022	7,448,120	4,999,635	2,482,802	5,866,021
1941	80	35,658	10,215,094	6,018,969	3,067,948	6,972,823
1942	78	20,264	9,508,518	6,977,107	3,720,669	7,516,507
1943	76	23,459	8,648,512	7,379,986	3,691,933	8,416,484
1944	75	13,883	8,974,082	8,208,683	4,181,289	9,246,176
1945	76	12,521	9,438,502	9,003,031	4,625,042	11,646,101
1946	81	16,940	10,170,862	10,511,708	5,581,518	13,016,126
1947	83	17,678	10,374,108	10,852,547	6,110,535	14,197,895
1948	88	17,473	11,062,802	11,699,955	6,536,214	13,982,640
1949	90	14,316	9,941,754	11,418,218	6,438,412	14,475,334
1950	91	15,572	9,947,290	12,370,184	6,729,083	15,740,165
1951	91	17,465	12,755,503	15,335,613	8,207,703	17,048,183
1952	96	18,885	12,093,967	16,292,661	9,322,622	17,227,069
1953	99	21,761	14,543,848	18,379,101	10,535,734	17,952,813
1954	97	23,296	16,667,561	20,013,731	11,284,870	20,703,510
1955	102	25,318	17,594,835	22,713,521	12,629,807	22,510,680
1956	110	29,814	18,202,186	26,779,096	13,993,306	24,911,967
1957	108	35,611	19,021,622	30,676,232	15,415,505	27,388,208
1958	111	36,200	19,281,710	31,900,823	15,855,311	29,312,521

[4]Goodwill Industries of America, Inc. Statistical Report for Year 1963. Washington, D.C.: Goodwill Industries of America, Inc. 1964.

TABLE 1--Continued

Year	No. Reported	Diff. Persons Employed	Total Hours Employment Given	Total Income	Opportunity Wages	Total Assets
1959	113	38,194	22,500,000	$36,772,453	$19,168,621	$35,033.792
1960	118	36,165	23,025,410	40,985,469	20,409,074	36,478,048
1961	118	37,538	25,481,465	45,595,205	21,274,439	40,551,219
1962	117	32,100	27,946,123	50,241,059	22,595,036	45,234,760
1963	118	35,323	28,600,587	57,530,657	25,399,627	50,385,674

While the physical growth and services of a material nature, such as wages to handicapped employees, can be tabulated and measured readily, perhaps of greater significance is the evolution of the organization from a relief-type program for the indigent[5] to one of national repute in the area of rehabilitation of the handicapped.

Following Dr. Helms' example, the new Goodwill organizations were church-centered, vocationally-oriented programs of self-help for the areas' unemployed. As community conscience expressed its concern for many of these people, tax-supported welfare departments began serving the needs of some of the clients who were originally served by Goodwill Industries, and supplementary agencies were developed to satisfy other requirements of the people. Goodwill Industries continued to work in the areas of unmet needs, and in time served more and more of the unemployment problems of the handicapped. It was not long before "Goodwill" and "sheltered employment for the handicapped" became almost synonymous.

[5]The original charter for the national organization, on March 14, 1910, in Boston, Massachusetts, was in the name of the National Cooperative Relief Association.

If a date can be given to the beginning of the rehabilitation concept in Goodwill Industries, it would perhaps be 1951. P. J. Trevethan, who had become national executive in 1947, and other Goodwill leaders recognized that many of the returning veterans did not need sheltered employment as much as a chance to gain confidence in the use of newly acquired prosthetic devices in a work setting. For the first time placement was emphasized as a responsibility of Goodwill Industries, and, along with moving skilled employees out to available jobs in the community, it became necessary to educate the citizenry into making more jobs available.

"From that day, in 1902, until the present hour, Goodwill Industries has adhered steadfastly to a philosophy that the best help you can give any person is the kind of help which helps that person to help himself. In short--not charity, but a chance."[6]

From an extremely humble beginning in the basement of a church, as the result of the concern of one individual for his fellowmen, the Goodwill Industries' program has expanded to an organization serving over 60,000 people, an organization paying in excess of $25,000,000 a year in wages to the handicapped of the nation.

Table 2[7] will show the estimated achievements in 1963, of 129 locally autonomous Goodwills, which, together, make up the Goodwill Industries of America.

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[6]Kimbrell, Horace Warren. This is Goodwill Industries. Address given to Newcomen Society in North America, New York City, October 18, 1962.

[7]Across the Board, Vol. XIII, No. 1. Washington: Goodwill Industries of America, Inc., February 1964. p. 3.

TABLE 2

ALL GOODWILL INDUSTRIES

Estimated Achievements

		1963
Cities in which Goodwill Industries Workshops are located		155
Communities provided services and/or offering public support	over	9,000
Total handicapped people served	over	60,000
Number given on-the-job training and rehabilitation employment		37,000
Number aided (therapy, counseling, evaluation, pre-vocational training and adjustment) including half being trained or employed		45,000
Number assisted in obtaining aid from other agencies		10,000
Hours employment given		32,000,000
Number placed	over	3,500
Earned Income received by trainees and workers	nearly	$25,000,000
Homes contributing materials and/or funds		15,000,000
Earned through sales of renewed articles, contract work, etc.		$50,000,000
Contributions received through United Funds, Community Chests, foundations, individuals, etc.		$ 3,500,000
Grants from government sources for research, demonstration, and training projects		$ 303,600
Fees received for local rehabilitation services		$ 1,000,000
Total building and equipment assets		$55,000,000
Community leaders serving as volunteer members of Boards of Directors		3,000

In April, 1921, the Detroit Goodwill had its birth in a fashion almost parallel to the original Goodwill Industries in Boston. A humble garage on Dearborn Street, in connection with the Centenary Church, as well as the basement of that church, became the first workshop and store for the Goodwill Industries of Greater Detroit. During the early years Dr. John E. Martin, who was Superintendent of the Methodist Union of Detroit, was the one who nurtured the struggling organization. Reverend Charles S. Dopp, of Buffalo, New York, was secured in 1925 as the Executive of the struggling Goodwill operation. He was followed in 1929 by Mr. Robert F. McKee, of Akron, Ohio. On February 11, 1938, Harold H.

McKinnon assumed the position of Executive Secretary of the Goodwill Industries of Detroit. Under Harold McKinnon's able leadership, the Goodwill program grew in size and scope to the point where it was operating branch programs in three counties in the Greater Detroit area.

At the time of his death, in 1961, Harold McKinnon left a program which had an earned income in excess of $1,400,000, and which made possible a payroll of $979,000 to handicapped people in the community.

During this period, the local Goodwill Industries grew not only in size, but in stature as well, becoming one of the outstanding programs of the national movement. Like most other Goodwill operations, it was a sheltered workshop, giving, primarily, terminal employment to handicapped people.

Within the past few years the emphasis at Goodwill Industries of Greater Detroit has also shifted from a sheltered workshop activity to one of a rehabilitation workshop. A definition of a sheltered workshop and industrial rehabilitation workshop will be found in Appendix A, and a comparison of the services of each of these will be found in Appendix B.

This change in emphasis became necessary when it was discovered that approximately one person in eleven who applied for services at Goodwill Industries was hired or placed in a training program. Only normal attrition accounted for the vacancies that were available, which limited the number of new people who could be served. Since this was true, it became apparent that the Detroit Goodwill was going to have to concentrate more upon training and placement if it was to serve the needs of the local community. With this change in emphasis, the local program has continued to grow and serve more people each year. In 1963 a total of 875 handicapped individuals were served by the local program,

655 of this number were individuals employed within Goodwill, and 220 additional persons received evaluation and training as part of a cooperative program with the Veterans Administration and the Division of Vocational Rehabilitation. Goodwill Industries of Greater Detroit paid its employees $1,143,119.44 in 1963.

The main building for the local Goodwill Industries is at 6522 Brush Street, where most of the production departments and the main store for the operation are located. In addition to this facility, Goodwill Industries of Greater Detroit operates three contract programs: one in Detroit at West Warren and Livernois Avenues, one in Clawson, Michigan, and one in Mount Clemens, Michigan. It also operates 9 branch retail stores; 5 are located in Detroit, and the others are in the following communities: River Rouge, Mount Clemens, Pontiac and Inkster. With all of these facilities, Goodwill Industries employs approximately 450 people, and serves an additional 65 to 70 men and women in its evaluation and training program. This Detroit organization, with assets of almost $1,500,000, is the third largest in the Goodwill Industries movement, and in this setting this research was undertaken.

Related Studies

There has been a substantial amount of research in predicting job adjustment and potential success, some of it dating back more than sixty years, such as the study by J. L. Meriam,[8] in which school grades were tested to see if they could be used to predict successful teaching. The criterion in this research was an appraisal by a principal or super-

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[8]Meriam, J. L. Normal School Education and Efficiency in Teaching. New York: Teachers College Contributions to Education No. 1. Columbia University, 1902.

intendent of the elementary school teacher and her efficiency as a teacher. On the basis of this research, it was determined that there was no significant correlation between grades in professional courses, grades in practice teaching, the total score on a city examination, the score on the city examination in teaching methods, and the criterion of successful teaching.

Following World War I, testing became increasingly popular, and many articles can be found in the journals to indicate the growing interest in various types of tests as predictors of success in specific jobs.

In 1919 Thurston[9] used an aptitude test called the "Thurston Clinical Examination" to determine the relationship of its scores to the level of work performance of 100 employees of an insurance company, from office clerks to minor executives. It was found that accuracy on the test had a correlation of .50 with the level of work, .42 with speed on the test, .47 with amount of schooling, and .35 with age. When these four characteristics were combined as a single predictor, the correlation was .67, indicating that while the correlations were low, predictions can be improved when other factors are combined with test scores.

Goldsmith[10] used a personal history blank as a predictor of success in selling life insurance. By assigning weighted scores to the answers on personal history blanks, Goldsmith was able to establish a critical score which would have eliminated 54% of the failures and retained 84% of the successful life insurance salesmen in the

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[9] Thurston, L. L. "A Standardized Test for Office Clerks," Journal of Applied Psychology, III (1919) pp. 248-51.

[10] Goldsmith, D. B. "The Use of the Personal History Blank as a Salesmanship Test," Journal of Applied Psychology, VI (1922) pp. 149-55.

population of 502 cases used in the research.

Kitson[11] used physical characteristics rather than test scores or personal history information to predict the criterion of commissions earned with three separate groups of salesmen: (1) 95 office specialty salesmen, (2) 90 footwear salesmen, and (3) 400 insurance salesmen. Height and weight were tested, and it was found that there was virtually no correlation between the commissions earned by the highest, middle, or lowest sales producers in these groups and their height and weight.

In 1923, Bills[12] reported on the use of a mental alertness test to measure both job level and permanency on the job. When 133 clerical employees were divided into five groups, based upon level of difficulty of their jobs, it was found that the median score on the test for each group was related to the level of the job. The most difficult job group had the highest scores, and the least difficult job group had the lowest. The median score of each of the groups was likewise related to the length of employment in the company.

Like Goldsmith, Manson[13] used the application blanks from 4,178 life insurance salesmen to determine if certain items of personal history could predict the better salesmen as measured by the amount of insurance that they had sold in one year. When the amount of personal insurance carried, number of clubs belonged to, age, and number of

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[11]Kitson, H. D. "Height and Weight as Factors in Salesmanship," Journal of Personnel Research, I (1922) pp. 289-94.

[12]Bills, M. A., "Relation of Mental Alertness Test Score to Position and Permanency in Company," Journal of Applied Psychology, VII (1923) pp. 154-56.

[13]Manson, G. E. "What Can the Application Blank Tell? Evaluation of Items in Personal History Records of Four Thousand Life Insurance Salesmen," Journal of Personnel Research, IV (1925-26) pp. 73-99.

dependents were measured against sales, all of the correlations were too low to be significant.

Thomsen[14] worked out a critical score using six items from a personal history form: age, schooling, marital status, descent, height, and weight. When applied to 122 female shirt pressers in a shirt manufacturing company, the critical score would have retained 89% of the successful pressers and eliminated 59% of the failures.

In the research by the American Telephone and Telegraph Company,[15] approximately 17,000 graduates from accredited colleges employed in the Bell System made up the research population. The criterion of success was principally the annual salary earned by a man compared to the salaries of others with the same number of years of employment. Corrections were made to account for the differential salary bases in different parts of the country. The population was divided in thirds.

The study strongly supported the fact that scholastic achievement is a substantial predictor of progress on a management level in the Bell System. Also of predictive value is the quality of the institution from which the employee was graduated. It was shown that the more demanding colleges produced better managers than those whose standards were lower.

One additional characteristic was shown to have some predictive value, and that was extra-curricular activities. When two men had the same relative rank in class from comparable colleges, the one who had engaged in outside activities had a slight advantage over the other.

The Social Science Research Division of Standard Oil Company of

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[14] Thomsen, C. U. "Tall, Young and Single," Personnel Journal XVII (1938-39) pp. 175-79.

[15] Kappel, Frederick R. "From the World of College to the World of Work" reprinted from the Bell Telephone Magazine for Spring 1962. New York. American Telephone and Telegraph Company.

New Jersey conducted a research entitled "Early Identification of Management Potential"[16] in which a battery of predictors were used to determine individuals who would rise to management responsibility in the company. These predictors were: standardized psychological tests, temperament surveys, individual background surveys, management judgment test, a survey of management attitudes, self-performance rating, picture technique (a projective test) personal history record, and an interview.

The writer reviewed over 500 research articles dealing with methods of employee selection and found that over 55% of the research reported was centered in five general job classifications which are shown in Table 3.

TABLE 3

DISTRIBUTION OF RESEARCH ARTICLES
BY JOB CLASSIFICATION

Job Classification	No. of Research Articles
Clerical	99
Sales	76
Teaching	50
Executive	44
Assembly Work	29
All Other	231
Total	529

While there are many research articles dealing with employee selection, there is very little research in the area of selection and adjustment of handicapped people in a work situation. There are, however, three relatively recent studies of handicapped people. Following

[16] Standard Oil Company (N.J.) Summary of the Early Identification of Management Potential Research Project in Standard Oil Company (New Jersey) and Affiliated Companies. 1961. p. 39.

a three-year study of a sample of 133 men and women in the Vocational Adjustment Center in Chicago, Gellman[17] reported on many facets of the evaluation program. The median age of the group was 21 years, 6 months. Four major disability classifications were considered in the research: mental retardation, epilepsy, emotional disorders, and physical disabilities.

After an evaluation, which included an on-the-job exploration as well as psychological testing and personnel data, it was determined that the following factors had no ability to distinguish the successful from the unsuccessful rehabilitated cases: age, sex, intelligence level, previous employment experience, nor the nature of the present physical problem.

The chief reasons for failure for this population appeared to be psychological in nature: inadequate interpersonal relationships, lack of capacity to withstand work pressure, lack of ability to mobilize energy in a work situation, and a negative attitude toward work.

Yucker[18], in a study of 245 employees of Abilities, Incorporated, a profit-making organization employing disabled individuals, found that almost without exception there was no significant relationship between the type and extent of disability and the behavioral characteristics as measured by personal history information and psychological tests.

One final article bears some relationship to this present research. Weiner[19] studied characteristics associated with success in rehabilita-

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[17] Gellman, William. Adjusting People to Work. Jewish Vocational Service Monograph No. 1. Chicago, June 1957.

[18] Yucker, Harold E. et al. "Disability Types and Behavior," Human Resources Study Number 6, Albertson, New York. Human Resource Foundation. 1962.

[19] Weiner, Hubert. "Characteristics Associated with Rehabilitation Success," The Personnel and Guidance Journal, XLII No. 7 (March 1964) pp. 687-94.

tion of patients with tuberculosis in a hospital setting. It was found that certain characteristics could differentiate men who: (1) returned to a former job after hospital rehabilitation, (2) found a new job, and (3) remained unemployed for a period of at least one month after hospitalization. The following characteristics differentiate these groups to a significant degree: race, age, marital status, number of dependents, personal adequacy, income level, number of jobs held in the past five years, job skill level, and employment status at the time of admission.

The items that were found not to be significant were: educational level, veterans' status, number of residences in the past 5 years, area of residence, and previous hospitalization for tuberculosis.

II METHODOLOGY

General Plan

The general plan of this research was to determine what relationships exist between vocational success, as determined by a panel of judges, and the personnel and psychological information available on each employee. It was hoped to determine those characteristics showing a high relationship to success so that they might be used as possible predictors of individual success in the rehabilitation process.

Selection of Subjects and Characteristics of the Sample

Out of the total employee group of 403, there were 57 people who were unable to complete all of the necessary procedures for the research, so they were excluded from the final research sample. The number of cases excluded and the reasons for their exclusion are shown in Table 4. With these cases deleted, the sample consisted of 216 males and 130 females.

The median age for the males in the sample was 43 years and 7 months; the median age for the females was 42 years and 4 months. The age range for males in the sample was from 18 years and 8 months to 73 years and 4 months; the age range for the females was from 21 years and 11 months to 77 years and 7 months. 58.2% of all the employees in the sample were between the ages of 31 and 50.

The individuals in the sample live in all socio-economic areas of

TABLE 4

DISTRIBUTION AND PERCENTAGE OF CASES ACCORDING TO REASON FOR EXCLUSION FROM SAMPLE

Reason for Exclusion	No. of Cases	% of Total Employees
Unable to read	15	3.7%
Visual conditions preventing testing	10	2.5%
Job assignment or hours of employment prevented testing	9	2.2%
Prolonged illness during testing period . . .	8	2.0%
Terminated employment during testing	7	1.7%
Psychological problems prevented accurate testing	4	1.0%
Refused to participate	3	.7%
Deceased during testing period	1	.2%
Total	57	14.0%

the community, when these areas are classified on the basis of family income[20], which can be seen in Table 5.

TABLE 5

DISTRIBUTION AND PERCENTAGE OF MALE AND FEMALE CASES ACCORDING TO SOCIO-ECONOMIC AREA OF RESIDENCE

Socio-economic Area (Family Income)	Male		Female		Total	
	N	%	N	%	N	%
High (over $8,000)	3	1.4	1	.8	4	1.1
Above Average (over $7,000-$8,000). .	9	4.2	11	8.5	20	5.8
Average (over $6,000-$7,000). .	82	38.0	50	38.4	132	38.1
Below Average (over $5,000-$6,000). .	63	29.1	32	24.6	95	27.5
Low ($5,000 or less). . . .	59	27.3	36	27.7	95	27.5
Total	216	100.0	130	100.0	346	100.0

[20] Based upon income areas shown on the Salesman's Map Detroit and Suburbs, prepared by The Detroit News, Merchandising and Marketing Department, General Advertising. Detroit: Evening News Association, 1961.

The largest number of individuals from the sample in any one socio-economic area was 132, or 38.1% of the total, who reside in an Average Area.

The subjects in the sample were found to represent 20 of the possible 27 disability classifications established by Goodwill Industries of America for reporting purposes[21], which follows, with the definitions used by the national organization:

GOODWILL INDUSTRIES OF AMERICA'S
DEFINITIONS OF DISABILITY CLASSIFICATIONS

1 Arthritis . . . . . .Inflammation of a joint; includes rheumatoid, gonorrheal, urethral, etc. The more serious types result in ankylosis or deformity of the joints of the various members of the body.

2 Cerebral Palsy. . . . . .May be either spastic, ataxis or athetoid types. Frequently speech defects are present. Various degrees and combinations of above.

3 Multiple Sclerosis. . . . . .Usually progressive in nature. Most frequent involvement seen is ataxia (lack of coordination), paralysis of lower extremities, visual and speech disabilities, and lack of bladder control.

4 Muscular dystrophy. . . . . .A progressive weakness of body musculature.

5 Paraplegia. . . . . .A paralysis of the body from the waist down, usually traumatic, or from disease of the spine.

6 Monoplegia. . . . . .One arm or one leg paralysis, usually either from strokes or head injury.

7 Hemiplegia . . . . . .One side of the body paralyzed, usually from strokes or head injuries.

8 Poliomyelitis . . . . . .A paralysis of the various members of the body resulting from the inflammation of the gray matter of the spinal cord. Degree of impairments of the limbs and respiratory organs will depend upon the severity of the inflammation of the cord.

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[21] Goodwill Industries of America, Inc. Instructions for Preparing Monthly Statistical Report. Washington: Goodwill Industries of America, Inc., 1961, pp. 14-17.

9 Other Paralyses . . . . . .Other and lesser isolated types of paralysis usually due to nerve injury; would include Agitans, more commonly known as Parkinson's syndrome, this being identified with tremors of the upper extremities and head and a shuffling gait--usually associated with vascular/senile changes in the brain or following brain infections such as encephalitis.

10 Other Orthopedic. . . . . .Various types of disabilities due either to disease, congenital defects, or traumatic conditions such as osteomyelitis; deformities of the hips, knees, shoulders, etc.; and amputations of the arms, legs, etc.

11 Cardio-Vascular Disease . . .Various types of heart disease and hypertension producing limitations in working capacity. Includes cardiac complications of rheumatic fever.

12 Peripheral Vascular Disease .Includes diseases of arteries and veins which cause decrease in circulation, ulcerations, and occasionally amputation.

13 Visual Defects . . . . . .Partial or total blindness in one or both eyes from any cause.

14 Hearing Defects . . . . . .Partial or total deafness in one or both ears from any cause.

15 Epilepsy. . . . . .Either petit mal, grand mal or psycho-motor seizures. Usually some mental retardation present.

16 Mental Retardation. . . . . .Usually congenital but may be the result of epilepsy trauma or other condition.

17 Psycho Neurotic . . . . . .Various types of nervous disturbances such as hysteria, phobias and conversion reactions. Occasional mild psychosis included in this group, especially schizophrenics and depressives.

18 Alcoholics. . . . . .Usually employees attempting to undergo rehabilitation following chronic alcoholism or those with alcoholic psychosis.

19 Arrested Tuberculosis . . . .Usually employees who have been released from tuberculosis institutions and are attempting to regain working capacities. May have chest and back deformities as result of surgery.

20 Endocrine Disorders . . . . .Include diabetics who may also have circulatory changes and visual defects, thyroid disfunction, and other glandular disturbances, which may cause abnormalities in growth and development.

21 Aged . . . . . .Employees who by reason of their

age are unable to compete in industry. Women past 54, men past 60, perhaps younger. This group includes many with arthritis, peripheral vascular disease, visual defects and senile changes of the brain. But, in case the employee has a specific handicap listed here, he should be counted in the specific category rather than in category of "aged".

22 Socially Handicapped . . . . Probationers, parolees, misfits, etc.

23 Respiratory A. . . . . Asthma, Bronchiectasis, Emphysema, and other limiting conditions which preclude competitive employment.

24 Respiratory B. . . . . Seriously limiting condition due to tracheotomy resultant either from carcinoma or paralysis.

25 Speech . . . . . Speech defects which seriously limit the vocational potential of clients thus affected.

26 Miscellaneous. . . . . Small number of employees who have other minor disabling conditions which do not fit into any of above categories.

27 Non-handicapped. . . . . Some supervisory personnel and transportation personnel fit into this category.

In tabulating the cases, only the primary disability for each subject was considered even though many individuals possessed multiple disabilities. From an examination of Table 6, which shows the distribution according to primary disability as determined by the medical staff, it will be seen that 10.7% of the employees were classified as Non-Handicapped. This would include some persons holding staff positions and key hourly positions, such as truck drivers and boiler operators, which must be filled even if there are no disabled persons on the waiting lists.

It can also be seen from the same table that while Goodwill works with numerous types of disabilities, the orthopedic classifications--Hemiplegia, Poliomyelitis, Other Paralyses, and Other Orthopedic disabilities represent 116 cases, or 33.6% of the total sample.

The educational level of the subjects ranged from one individual

TABLE 6

DISTRIBUTION AND PERCENTAGE OF CASES ACCORDING TO SEX AND PRIMARY DISABILITY CLASSIFICATION

Goodwill Code No.	Type of Disability	Male		Female		Total	
		N	%	N	%	N	%
1	Arthritis	8	3.7	6	4.6	14	4.0
2	Cerebral Palsy.	4	1.8	5	3.8	9	2.6
7	Hemiplegia.	2	.9	1	.8	3	.9
8	Poliomyelitis	15	6.9	8	6.2	23	6.6
9	Other Paralyses	1	.5	1	.8	2	.6
10	Other Orthopedic. . . .	60	27.8	28	21.5	88	25.5
11	Cardio-Vascular	7	3.2	4	3.1	11	3.2
12	Peripheral Vascular . .	-	-	1	.8	1	.3
13	Visual Defects.	20	9.3	4	3.1	24	6.9
14	Hearing Defects	12	5.6	12	9.2	24	6.9
15	Epilepsy	9	4.2	2	1.5	11	3.2
16	Mental Retardation . .	5	2.3	2	1.5	7	2.0
17	Psychoneurotic.	5	2.3	1	.8	6	1.7
19	Arrested Tuberculosis .	20	9.3	19	14.6	39	11.3
20	Endocrine Disorders . .	-	-	2	1.5	2	.6
21	Aged	3	1.4	14	10.8	17	4.9
22	Socially Handicapped. .	2	.9	-	-	2	.6
25	Speech Defect	3	1.4	2	1.5	5	1.4
26	Miscellaneous	13	6.0	8	6.2	21	6.1
27	Non-Handicapped	27	12.5	10	7.7	37	10.7
	Total	216	100.0	130	100.0	346	100.0

with no formal education to one person who held a Masters degree; the median fell in the category 10 through 12 years of schooling. This is reflected in Table 7.

The sample was distributed into 22 job classifications. The first three classifications in Table 8, which include the word "staff", are primarily salaried jobs; the other nineteen are primarily hourly-rated jobs. From Table 8, it may be seen that Contract Production and Contract Appliance Repair combined, equals 49 employees, or 14.2% of the sample, giving the Contract Department the largest representation in the sample.

TABLE 7

DISTRIBUTION AND PERCENTAGE OF CASES ACCORDING TO SEX AND YEARS OF EDUCATION

Years of Education	Male		Female		Total	
	N	%	N	%	N	%
0- 3	4	1.8	-	-	4	1.2
4- 6	14	6.5	9	6.9	23	6.6
7- 9	82	38.0	29	22.3	111	32.0
10-12	89	41.2	72	55.4	161	46.5
13	7	3.2	2	1.5	9	2.6
14	13	6.0	8	6.2	21	6.1
15	2	.9	2	1.5	4	1.2
16	4	1.9	8	6.2	12	3.5
Graduate	1	.5	-	-	1	.3
Total	216	100.0	130	100.0	346	100.0

TABLE 8

DISTRIBUTION AND PERCENTAGE OF CASES ACCORDING TO SEX AND JOB CLASSIFICATION

Job Classification	Male		Female		Total	
	N	%	N	%	N	%
Administrative Staff	8	3.7	-	-	8	2.3
Supervisory Staff	5	2.3	4	3.1	9	2.6
Clerical Staff	11	5.1	27	20.7	38	11.0
Truck Driver	17	7.9	-	-	17	4.7
Truck Helper	18	8.3	-	-	18	5.2
Unloading Crew	5	2.3	-	-	5	1.4
Sales Clerk	7	3.2	31	23.8	38	11.0
Cashier	-	-	2	1.5	2	.6
Store Manager & Assistant	4	1.9	10	7.7	14	4.0
Building Maintenance	17	7.9	1	.8	18	5.2
Electric & Appliance Repair	9	4.2	-	-	9	2.6
Furniture Repair	17	7.9	-	-	17	4.9
Sanding	3	1.4	1	.8	4	1.2
Upholstery	1	.5	1	.8	2	.6
Clothing Repair	2	.9	8	6.2	10	2.9
Clothing Finishing	11	5.1	16	12.3	27	7.8
Sorting	13	6.0	18	13.8	31	8.9
Shoe Repair	8	3.7	-	-	8	2.3
Foreman	18	8.3	1	.8	19	5.5

TABLE 8--Continued

Job Classification	Male		Female		Total	
	N	%	N	%	N	%
Contract Production	7	3.2	6	4.6	13	3.8
Contract Appliance Repair	35	16.2	1	.8	36	10.4
Pricer	-	-	3	2.3	3	.9
Total	216	100.0	130	100.0	346	100.0

The Wonderlic Personnel Test was used as a measure of mental ability. The median score for the Goodwill sample was 9; for the Normative population it was 24. The average person in the sample scored in the lower 7.4% of the Normative population. In Table 9 the distribution of Wonderlic scores for the Goodwill sample is compared to the distribution for the Normative group.

TABLE 9

COMPARISON OF SAMPLE AND NORMATIVE POPULATION ON WONDERLIC TEST SCORES

Wonderlic Scores	Goodwill Sample No. of Cases	Goodwill Sample % of Total	Normative* Population % of Total
0- 9	186	53.8	4.2
10-19	119	34.2	28.0
20-29	33	9.5	44.5
30-39	7	2.2	21.0
40-49	1	.3	2.3
Total	346	100.0	100.0
Median Score		9	24
Mean		10.3	23.3

*Wonderlic, E. F., and Associates. Performance Norms by Adults on Separate Forms of the Wonderlic Personnel Tests. Northfield, Illinois: E. F. Wonderlic and Associates, 1960-1961 p. 5.

From the above table it can be seen that the Mean for the sample was 10.3, and for the Normative Population, 23.3. It was decided to check the scores of the Administrative and Supervisory Staff as a sub-sample. When the scores were checked, it was found that the Mean for this sub-sample was 24.0, and the Mean for the remaining sample was reduced to 9.4.

The foregoing reveals some of the characteristics of the research sample; additional data are reported in Chapter III for the following variables: Height, Weight, Age, Length of Time in the City, Length of Time in the State, Referral Source, Service Desired, Marital Status, Number of Children, Military Status, Type of Discharge, Amount of Compensation, Service Dates, Type of Disability, When the Disability Was Caused, How the Disability Was Caused, Trade Learned, Number of Other Agencies Consulted, Previous Employment in Goodwill, Number of Past Employers in the Last 10 Years, Organizational Memberships, and Types of Hobbies.

Measures

Criterion Groups

It was necessary to establish the criterion for successful vocational adjustment. A panel of judges not directly involved in the immediate supervision of the employees in the research was used for this purpose. This panel was made up of the Director of Rehabilitation Services, the Director of Operations, the Production Manager, the writer, and on some occasions the head of the division in which the individual was employed. At least three of the above-named were present at each evaluation. The judges were asked to divide the population into three groups, with approximately one-third of the population in each. Those

individuals unanimously chosen by the judges to be well-adjusted to the job situation and to the organization were designated the "High" group. The "Low" group was made up of those individuals unanimously chosen by the judges to be poorly adjusted to the work situation. The "Middle" group was made up of those individuals about whom the judges could not agree, or about whom there was insufficient information to form an opinion.

Since the Middle group included those for whom no judgment could be made, it was eliminated from further consideration in the study. The High and the Low groups then became the criterion groups for successful and non-successful adjustment against which all characteristics of personnel information, intelligence, and personality traits were measured.

To test the validity of this criterion, the performance rating of each individual, based upon the first ten performance factors of the Evaluation Report for Employees and Trainees, were measured against the ratings given by the judges. These ten performance factors and definitions[22] are:

1. QUALITY OF WORK--Accuracy; precision; completeness; neatness. (Quantity not considered.)

2. QUANTITY OF WORK--Amount of work turned out. (Quality not considered.)

3. WORK HABITS--Organization of work; care of equipment; safety considerations; promptness; industry.

4. RELATIONSHIP WITH PEOPLE--Ability to get along with others; effectiveness in dealing with the public; other employees, and/or trainees.

5. LEARNING ABILITY--Speed and thoroughness in learning procedures, laws, rules and other details; alertness, perseverance.

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[22]Goodwill Industries of Greater Detroit. Evaluation Report for Employees and Trainees, Form 185, an Evaluation Schedule. Detroit: Goodwill Industries of Greater Detroit, 1962.

6. ATTITUDE--Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.

7. PERSONAL FITNESS--Integrity, sobriety; appearance and habits.

8. INITIATIVE--Self-reliance; resourcefulness; willingness and ability to accept and carry out responsibility.

9. DEPENDABILITY--Degree to which employees can be relied upon to do work and to meet deadlines without close supervision.

10. KNOWLEDGE--Extent of knowledge of methods, materials, tools, equipment, technical expressions and other basic subject matter.

The information was secured from the most current evaluation on file, and in some cases if the information was not in the personnel file, current evaluations were secured. These evaluations are normally filled out by the individual's immediate foreman, and reflect the foreman's opinion of the level of performance of the individual under his supervision. The foreman's experience in working with people in his department, as well as his knowledge of the level of accepted performance of people in similar jobs outside of Goodwill Industries, are the bases for his judgment. By means of the Chi-Square Test, all of the performance ratings of the foremen were tested against the over-all rating by the panel of judges, and in all cases the Chi-Square was significant beyond the .01 level of confidence, indicating that the panel of judges was successful in selecting those individuals who ultimately were rated best by their individual foremen on individual worker performances, which are considered essential to job success.

Table 10 shows the work performance characteristics upon which all employees are evaluated, and the relationship of the most current evaluations to the vocational adjustment criterion established by the panel of judges.

TABLE 10

DISTRIBUTION OF CASES ABOVE AND BELOW SATISFACTORY LEVEL FOR EACH WORK PERFORMANCE CHARACTERISTIC ACCORDING TO VOCATIONAL ADJUSTMENT CLASSIFICATION

Classification of Adjustment By Panel	Work Performance Characteristics	Less Than Satisfactory Rating	Satisfactory or Better Rating
High	Quality	35	92
Low		83	22
High	Quantity	39	88
Low		87	18
High	Work Habits	40	87
Low		88	17
High	Relationship With People	35	92
Low		79	26
High	Learning Ability	57	70
Low		92	13
High	Attitude	45	82
Low		88	17
High	Personal Fitness	36	91
Low		77	28
High	Initiative	51	76
Low		95	10
High	Dependability	42	85
Low		90	15
High	Knowledge	58	69
Low		97	8

Screening Measures

Personnel Data

The initial step in the data collection process was a review of the personnel records to determine what information had been omitted at the time of initial application for service. Because a large number of omissions was found, each employee was interviewed and all items of information which

were supposed to be on the Application and Employment Record forms were completed. After it was determined that all of these forms were complete, the Director of Rehabilitation Services of Goodwill Industries of Greater Detroit then recorded all the personnel information on a series of magnetic tapes, using the coding system as outlined in the Scoring Manual in Appendix E.

At the time of the recording, the personnel information, names, and other identifying characteristics were replaced by numbers. These tapes were then turned over to the writer, who had no access to the personnel records, for tabulation. After the initial tabulation, the following items of personnel information were excluded from the research.

Services Desired--No meaningful analysis of this variable was attempted because there was insufficient diversity of responses. Of the respondents to this question on the Application Form, 98.5% indicated that their immediate concern was employment. Perhaps one explanation for the high incidence of requests for employment was the lack of previous knowledge of the other services that are available, such as psychological testing, pre-vocational evaluation, on-the-job training, as well as placement. Another explanation is that even though the applicant did realize that additional services were available to him, his most immediate concern was for income in the form of a pay check, rather than long-range planning for his future.

Type of Discharge from Military Service, Amount of Compensation for Military Service, and Service Dates of Military Service were excluded from the research on the basis of insufficient numbers of cases to form an adequate test of correlation.

Previous Employment at Goodwill Industries--was deleted from the research because there were insufficient cases upon which to establish

relationships.

Salary Expected, Amount of Other Income, and Sources of Other Income--were likewise eliminated from the study when it was discovered that the answers given to these questions on the Application Forms were vague, in most cases, if they were answered at all.

Reasons for Leaving the Last Job--was eliminated from the research because of lack of diversified answers. Virtually every person indicated that the reason for leaving the last job was because of a temporary lay-off.

With these items of personnel data excluded from the research, the remaining items were classified according to anticipated findings. This was done on the basis of a previous study conducted by the writer[23], as well as discussions with the professional staff at Goodwill Industries. Because of the large number of items, the method of measuring the variable as well as the anticipated finding will be treated simultaneously. Unless otherwise stated, variables were dichotomized at the median for purposes of statistical analysis.

The following personnel characteristics were anticipated to have no predictive value from the standpoint of successful vocational adjustment:

Sex--In this instance the dichotomy was on the basis of male and female.

Height, Weight, Length of Residence in the City, Length of Residence in the State.

Physical Disability--The major classifications of disability were compared with the non-handicapped group to determine the relationship to

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[23]Hoskins, John E. "Item Analysis to be Used in the Development of a Goodwill Industries Application Form," Michigan Rehabilitation Association Digest (Detroit), III, Spring, 1962. pp. 23-29.

job success. It was anticipated that there would be no significant relationship between the type of disability and the classification of work adjustment. Because many of the physical disability classifications had insufficient numbers of individuals in the cells to permit use of the Chi-Square Test, it was determined to reduce the number of cells and thus increase the number of cases in each cell by reclassifying the physical disabilities into a smaller number of logical groups. The list of disability classifications was given to the industrial nurse on the staff of Goodwill Industries of Greater Detroit, with instructions that she was to combine these classifications into some meaningful categories that would reduce the number of variables. When the disability reclassification was completed, there were three groups: Physicogenic, Neurological and Psychiatric. Again, it was anticipated that there would be no significant relationship between these new classifications of disability and membership in the criterion groups.

It was assumed that the following personnel items would be significantly related to work adjustment:

Socio-Economic Area of Residence--The sample was dichotomized on the basis of those individuals who live in a high socio-economic area of the community (this would be areas in which the average annual family income was $7,000 or more) as opposed to those individuals who live in the low socio-economic areas of the community (areas where the average annual income was $6,000 or less). The average socio-economic area was eliminated from this comparison to determine the relationship between the extremes of socio-economic areas of residence to adjustment. It was anticipated that those individuals who resided in the higher socio-economic areas of the community would be more highly motivated and more likely to become members of the well-adjusted group.

Age--In this case it was anticipated that those individuals over 45 years of age, because of more maturity and possible experience background, would have a better chance of being members of the High group.

Source of Referral--This refers to the individual or organization which made the original referral of the client to Goodwill Industries. One of the classifications is "self-referral" which would include all individuals who came to Goodwill Industries strictly on their own motivation. This could be as a result of reading an article about the organization in the newspaper or hearing information about it on the radio or television. Other agencies in the community were classified and tabulations were made as to the number of individuals coming from these sources. Two different tests were used in this personnel characteristic. First, those who were self-referrals as opposed to all other types of referrals; and secondly, those who were referred by the Division of Vocational Rehabilitation as opposed to all other types of referrals. On the first of these two tests it was anticipated that the individuals who came to Goodwill Industries as self-referrals would, perhaps, be more highly motivated toward work and ultimate success, therefore, they would be classified as well-adjusted more frequently. On the second test of relationship, referrals coming from the Division of Vocational Rehabilitation were anticipated as having a better chance of being well-adjusted because of the screening process that would have taken place at D.V.R. It was assumed that the D.V.R. would be referring to the agency those individuals who were the most likely candidates to succeed in the rehabilitation program at Goodwill Industries. This was based not only on their knowledge of the organization's program, but on the ability, interest and physical characteristics of the individual client.

Marital Status--This characteristic was tested in two ways. First, the adjustment of married employees was compared to that of single employees (those who have never been married), and secondly, the married individuals were compared to those who were divorced or separated. It was anticipated that there would be a significant relationship between Marital Status and membership in the High and Low groups of work adjustment. In the first test it was assumed that those individuals who were married, as opposed to those who were single, would be classified as well-adjusted more frequently. In the second test of significance, it was anticipated that married individuals would be classified as well-adjusted more frequently than those who were divorced or separated.

Children at Home--This characteristic was divided into two groups: those cases in which there were no children at home, and those cases in which there were one or more children at home. It was anticipated that those individuals with children in the home would be more highly motivated to succeed, and would, therefore, stand a better chance of being members of the High group.

Military Status--Since 84% of the employees at Goodwill Industries of Greater Detroit had never had military service, the dichotomy was established on the basis of those with previous military service as opposed to those with no previous military service. It was theorized that those individuals who had previous military experience would have a slightly better chance of being members of the well-adjusted group because of certain selectivity which would have been made by the Veterans Administration in the processing of the individuals with previous military experience prior to referral.

When the Disability Was Caused--While the Type of Disability was not expected to relate to work success, as previously mentioned, it was

anticipated that the length of time the individual had the disability would be a significant factor. In this case the characteristic was dichotomized on the basis of disabilities which occurred less than 15 years ago as opposed to those which occurred 15 or more years ago. It was anticipated that those individuals whose disabilities had occurred over 15 years ago would have a slightly better chance of being well-adjusted, not only to the individual disability, but also to the work situation.

How the Disability Was Caused--This item of personnel information was considered from the standpoint of traumatic disabilities--those caused by accident and military service as opposed to all other types of disabilities; also, from the standpoint of congenital disabilities versus all other types of disabilities. It was anticipated that individuals whose disabilities were caused by traumatic experiences would be less likely to be classified as successful, whereas those individuals with a congenital disability would be more likely to be classified as well-adjusted.

Education--The frequency distribution of education shows that approximately one-half of the cases fall in the area of 10-12 years of education, which may be noted in Table 7. This is the same area in which the median for educational level is found. By eliminating this group, the remaining sample was split on the basis of Low Education (those with less than 10 years of schooling) and those with High Education (those with more than high school education). It was anticipated that those with a high school education or more would show a higher adjustment in the work situation.

Trade Learned--On this characteristic, the sample was divided on the basis of those who had had previous trade training as opposed to

those who had never had such training. It was anticipated that those with some type of trade training, regardless of the type, would have a better chance of being classified as vocationally well-adjusted when compared with those who had no previous training.

Previously Seen By Other Agencies--The population was divided on the basis of those who had never been seen by any other social agency in the community and those who had been seen by one or more. It was anticipated that those who had been seen by other agencies would have a significantly higher classification in the well-adjusted group as opposed to those individuals who had not been seen by other agencies.

The Number of Past Employers in the Last 10 Years--The sample was divided on the basis of individuals who had had one employer as opposed to those individuals who had had two or more employers in the last 10 years. Also, the sample was divided on the basis of those who had no previous employment as opposed to those who had one or more jobs in the past 10 years. It was anticipated that those individuals who had remained on one job during the past 10 years would have a better opportunity of being considered well-adjusted than the individuals who went from job to job, and would more likely be classified in the well-adjusted group. It was also anticipated that those individuals who had one or more jobs in the past 10 years would be better adjusted than the person who had had no employment at all during that same period of time.

Wages on the Last Job--This item was retained in the study when it was determined that while there was some exaggeration on the part of the respondents, the accuracy was far greater than on any other item in reference to employment. The population was divided at the $60 per week level; those individuals who received less than $60 per week on their last job being classified in one group, and those individuals who received $60 or

more per week being classified in the other. It was anticipated that those individuals who received $60 or more per week would be more highly qualified and would, therefore, be classified more frequently as well-adjusted.

Organizational Memberships--The sample was dichotomized on the basis of those who were members of any type of social, fraternal, church, or related organization, as opposed to those who did not take part in such activities. It was anticipated that those individuals who took the initiative, joined, and retained some active organizational membership would have a better relationship with other individuals, and, therefore, would stand a better chance of being well-adjusted on the job.

Hobbies--The last personnal characteristic considered was hobbies in which employees engaged. This characteristic was separated on the basis of those individuals who had no hobbies as opposed to those individuals who indicated a choice of one or more hobbies. It was anticipated that the individuals who had some type of outside interest in the form of a hobby or recreational activity would more frequently be classified as well-adjusted on the job.

Psychological Tests

The next step in the research was the administration of two psychological tests to the sample. Because of the large number of cases to be tested, as well as the fact that the employees were located in twelve different centers in a three-county area, it became necessary to utilize additional professional personnel from the Rehabilitation Services Division for test administration.

In an effort to standardize the test administration and prevent any variation because of the individuals administering the tests, all of the

instructions from the test manuals for the administration of the tests were put on magnetic tape by the writer. These tapes were then played at each testing session. On this same tape, and preceding the instructions given for the two individual tests, a brief description of the research was given, so that all employees would understand more completely the purpose of the testing, and the fact that the identity of the individuals taking part in the research would be protected. The script used for this purpose will be found in Appendix G.

The Wonderlic Personnel Test--The measurement of the mental ability of the employees in the sample was determined from the Wonderlic Personnel Test. The following is a description of this test as found in the Wonderlic Personnel Test Manual:[24]

> It is a handy tool in examining employees' and applicants' mental ability levels. It requires only 12 minutes. It is practically self-administered. For this reason it is especially adaptable to business situations. All the necessary directions are given on the first page and sample questions indicate clearly to the applicant the type of questions he will find within the test. The fifty items on each form constitute the examination and are answered by the subject without interruption. The examiner need only distribute the blanks, see that the directions on the first page of the test are understood, and give the beginning signal and ending time.

The resulting scores from the Wonderlic Personnel Test for the sample were split at the median, and it was anticipated that those individuals who scored in the higher group, as opposed to those who scored in the lower, would be more likely to be classified in the well-adjusted group as far as vocational adjustment was concerned.

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[24] Wonderlic, E. F. Wonderlic Personnel Test Manual. Northfield, Illinois: E. F. Wonderlic, P. O. Box 7, 1961. page 2.

Personality Characteristics

The personality characteristics of the subjects in the research group were determined on the basis of the administration of the Minnesota Multiphasic Personality Inventory, which is one of the most widely used paper-and-pencil personality inventories, and one which has been utilized not only by the local Goodwill Industries for pre-employment screening, but also by the Goodwill Industries of America in its Executive Trainee Recruitment and Screening Program. The following description of this instrument appears in the test manual:[25]

> The Minnesota Multiphasic Personality Inventory is a psychometric instrument designed ultimately to provide, in a single test, scores on all the more important phases of personality. The point of view determining the importance of a trait in this case is that of the clinical or personnel worker who wishes to assay those traits that are commonly characteristic of disabling psychological abnormality. The instrument itself comprises 550 statements covering a wide range of subject matter--from the physical condition to the morale and social attitudes of the individual being tested.

The MMPIs were machine-scored, and 24 separate scales were evaluated as part of this research, the purpose being to determine whether or not certain personality factors were related to success or failure in the rehabilitation setting. The descriptions of the scales used in this research are as follows:

> L Scale (Lie Scale)--is also a validating scale that affords a measure of the degree to which the subject may be attempting to falsify his scores by always choosing the response that places him in the most acceptable light socially.
>
> F Scale (Validating Scale)--is not a personality scale but serves as a check on the validity of the whole record.
>
> K Scale--is used essentially as a correction factor to sharpen the discriminatory power of the clinical variables measured by the inventory.

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[25] Hathaway, S. R., and McKinley, J. C. Minnesota Multiphasic Personality Inventory, Manual Revised 1951. New York: The Psychological Corporation, 1951. p. 5.

Hs Scale (Hypochondriasis Scale)--is a measure of amount of abnormal concern about bodily functions.

D Scale (Depression Scale)--measures the depth of the clinically recognized symptom or symptom complex, depression.

Hy Scale (Hysteria Scale)--measures the degree to which the subject is like patients who have developed conversion-type hysteria symptoms.

Pd Scale (Psychopathic Deviate Scale)--measures the similarity of the subject to a group of persons whose main difficulty lies in their absence of deep emotional response, their inability to profit from experience, and their disregard of social mores.

Mf Scale (Interest Scale)--measures the tendency toward masculinity or femininity of interest patterns.

Pa Scale (Paranoia Scale)--was derived by contrasting normal persons with a group of clinic patients who were characterized by suspiciousness, oversensitivity, and delusions of persecution with or without expansive egotism.

Pt Scale (Psychosthenia Scale)--measures the similarity of the subject to psychiatric patients who are troubled by phobias or compulsive behavior.

Sc Scale (Schizophrenia Scale)--measures the similarity of the subject's responses to those patients who are characterized by bizarre and unusual thoughts or behaviors.

Ma Scale (Hypomania Scale)--measures the personality factor characteristic of persons with marked overproductivity in thought and action.

Si Scale (Social I. E. Scale)--aims to measure the tendency to withdraw from social contact with others.[26]

A Scale (1st Factor Scale)--is related to disability of a dysthymic and dysphoric nature in which anxiety is prominent.

R Scale (2nd Factor Scale)--is related to disorders characterized by repression and denial.

Es Scale (Ego Strength)--is designed to predict whether or not, after about six months of therapy, a patient would improve.

Lb Scale (Low Back Pain-Functional)--is designed to diagnose those cases of low back pain which are functional in nature.

Ca Scale (Caudality)--is designed to localize the location of a brain lesion.

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[26] Ibid.

Dy Scale (Dependency)--is designed to measure the degree to which the subject is dependent upon others.

Do Scale (Dominance)--is designed to measure the degree of dominance as opposed to submissiveness within the subject.

Re Scale (Social Responsibility)--is designed to measure characteristics of social responsibility, and the ability to assume responsibility for good citizenship.

Pr Scale (Prejudice)--is a personality scale designed to measure the degree of anti-semitic prejudice.

St Scale (Socio-Economic Status)--is designed to assess the personality dimensions of socio-economic status which have influence on personality and behavior.

Cn Scale (Control Scale)--is designed to assess the factor of control in psychological adjustment and the relationship which it has to the ability to function as a responsible adult.[27]

All MMPI scores were tabulated according to T scores. The T score is a standard score which is computed from the formula $T = 50 + 10 \frac{(X_i - \bar{X})}{s}$, where X_i is the raw score and $\bar{X}$ and s are the mean and standard deviation of the raw scores for the normative group. In using the T scores for the MMPI scales, it is not necessary to use the formula to convert the raw scores to standard scores; this can be done by reading directly from the Profile Sheets. Samples of Profile Sheets used for male and female subjects may be found in Appendix F.

After tabulation of the T scores, Chi-Square tests were applied to determine which scales were significantly related to vocational adjustment.

Methods of Analyzing Data

To determine whether the screening measures differentiate between

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[27] Welsh, George S., and Dahlstrom, W. Grant. (ed.). Basic Readings on the MMPI in Psychology and Medicine. Minneapolis: University of Minnesota Press, 1956.

the High and Low job adjustment groups, the Chi-Square test was used. Since the data were prepared for a computer program, Chi-Square values were first obtained for the measures as originally coded for entry on the IBM cards. Frequently the resulting tables contained too many cells with expected frequencies too small to permit valid application of the Chi-Square test. In such cases, the number of cells was reduced by combining categories. This was done on an a priori basis to avoid the error of maximizing on chance. When appropriate, a four-fold table was created by dividing the screening measure at the median. In other cases, the categories were regrouped on some meaningful basis. Care was taken, by inspection of the original data for each comparison, to guarantee that significant relations were not obscured by this process of collapsing categories.

III FINDINGS

Relationship of Personnel Data to Vocational Adjustment

Items That Were Anticipated to Lack Predictive Value

Sex--As anticipated, this characteristic was not a significant means of predicting success or non-success in vocational adjustment. There were 127 individuals in the High group of adjustment and 105 in the Low group. Membership in each group, according to sex, was 85 males and 42 females in the High group, and 62 males and 43 females in the Low group. When the Chi-Square test was applied, no significant relationships were found.

Height--Table 11 shows the distribution according to height for vocational adjustment and sex.

TABLE 11

DISTRIBUTION OF CASES BY SEX AND WORK ADJUSTMENT CLASSIFICATIONS ACCORDING TO HEIGHT

Height	Male		Female	
	High	Low	High	Low
5' or less	-	1	9	7
Over 5' - 5' 3"	2	1	8	11
Over 5' 3" - 5' 5"	4	5	10	7
Over 5' 5" - 5' 7"	15	10	10	12
Over 5' 7" - 5' 9"	20	15	3	5
Over 5' 9" - 5' 11"	21	15	2	1
Over 5' 11" - 6' 1"	15	11	-	-
Over 6' 1" - 6' 3"	6	3	-	-
Over 6' 3"	2	1	-	-
Total	85	62	42	43

When the sample was dichotomized at 5'7", it was found that no significant relationship existed between the tall subjects (over 5'7") and the short subjects (5'7" or less) and work adjustment.

To determine if there was a hidden sex variable in this relationship, the sample was separated by male and female, and each of these sub-samples was again checked by means of Chi-Square against vocational adjustment. The male group was dichotomized at 5'9" and the female group at 5'5". No significant relationship was found between height and work adjustment.

Weight-- was the next variable tested. Classifications according to weight for vocational adjustment and sex are shown in Table 12.

TABLE 12

DISTRIBUTION OF CASES BY SEX AND WORK ADJUSTMENT CLASSIFICATIONS ACCORDING TO WEIGHT

Weight-Pounds	Male		Female	
	High	Low	High	Low
100 Pounds or Less	-	1	2	3
Over 100 Pounds - 120 . . .	2	1	11	8
Over 120 " - 140 . . .	9	9	12	13
Over 140 " - 160 . . .	19	14	9	10
Over 160 " - 180 . . .	36	16	4	4
Over 180 " - 200 . . .	15	13	3	3
Over 200 " - 220 . . .	3	5	1	1
Over 220 " - 240 . . .	1	1	-	-
Over 240 " . . .	-	2	-	-
Total	85	62	42	43

First the total sample was dichotomized at 160 pounds and checked against work adjustment. No significant relationship was found. When the sample was further divided on the basis of sex, the male sub-sample was again dichotomized at 160 pounds, and the female sub-sample was dichotomized at 140 pounds. Neither of these sub-samples produced any

significant relationship.

Length of Residence in the City--As can be noted in Table 13, there was a relatively large number of cases in the 15-25 years of residence classification; therefore, it seemed desirable to split the sample on two different bases: one, at the 15-year level; the other, at the 25-year level.

TABLE 13

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATIONS ACCORDING TO YEARS OF RESIDENCE IN THE CITY

Number of Years Residence in City	Male		Female	
	High	Low	High	Low
1 or Less	1	3	-	2
Over 1 - 5	6	2	3	3
Over 5 - 15	23	10	6	9
Over 15 - 25	26	15	8	12
Over 25	29	32	25	17
Total	85	62	42	43

This was done for the entire sample, and also for the male and female sub-samples. In all cases of Chi-Square tests, there was no significance in the length of residence in the City of Detroit and the classification of the individuals in the High or Low groups of adjustment. One of the Chi-Square tests should be noted, however, and that was when the male sub-sample was dichotomized at the 25-year level. In this particular case, the Chi-Square closely approached, but did not reach the .05 level of confidence. It was also noted that there was a tendency for the males who had lived in the city less than 25 years to be classified in the High group of work adjustment. This might be

explained, in part, on the basis of age alone, in that the younger workers--especially in the male group--are in jobs requiring a certain degree of physical stamina which would not be required of the females. This explanation is not completely consistent with the findings of age and vocational adjustment, as will be seen in the section dealing with age.

Length of Residence in the State--Table 14 gives the distribution for the cases according to years of residence in the State of Michigan by sex and membership in the High or Low groups of vocational adjustment.

TABLE 14

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATIONS ACCORDING TO YEARS OF RESIDENCE IN THE STATE

Number of Years Residence in State	Male		Female	
	High	Low	High	Low
1 or Less	-	1	-	1
Over 1 - 5	4	1	2	2
Over 5 - 15	22	11	5	9
Over 15 - 25	23	14	8	13
Over 25	36	35	27	18
Total	85	62	42	43

The method of dichotomizing this group was exactly the same as for length of residence in the City, and for the same reasons. In this particular instance, the Chi-Square test was not significant for either the total sample or for the sub-samples of the male and female. Like the number of years of residence in the City, one of the sub-samples did yield a tendency toward significance. In this case when the females were dichotomized at the 25-year level, the tendency was exactly the

opposite from the sub-sample of males in the previous section in that the females with over 25 years of residence in the State were more likely to be classified in the High group of vocational adjustment. This would indicate that the longer the females lived in the State, the better their chances were of being classified as well-adjusted. This can be explained, in part, from the standpoint of age alone due to the fact that many of the jobs in which the females find themselves in the Goodwill organization are those which require certain routine skills, such as clothing repair, which would improve with years of experience.

Disability--The classification of the disabilities of the individuals in the sample will be found in Table 15.

TABLE 15

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT ACCORDING TO MAJOR DISABILITY CLASSIFICATIONS

Goodwill Code No.	Major Disability	Male		Female	
		High	Low	High	Low
1	Arthritis	3	4	2	2
2	Cerebral Palsy	-	2	1	2
7	Hemiplegia	-	-	-	1
8	Poliomyelitis	7	4	3	4
10	Other Orthopedic	21	19	8	7
11	Cardio-Vascular	6	-	1	3
13	Visual Defects	5	6	2	2
14	Hearing Defects	5	3	3	3
15	Epilepsy	2	4	-	2
16	Mental Retardation . . .	1	1	-	2
17	Psychoneurotic	1	2	-	1
19	Arrested Tuberculosis . .	12	5	8	3
20	Endocrine Disorders . . .	-	-	1	1
21	Aged	2	1	6	4
22	Socially Handicapped . .	-	1	-	-
25	Speech Defects	2	-	1	1
26	Miscellaneous	8	-	3	3
27	Non-Handicapped	10	10	3	2
	Total	85	62	42	43

As was anticipated, when each of the disability classifications: Arthritis, Cerebral Palsy, Poliomyelitis, Other Orthopedic, Cardio-Vascular, Visual, Hearing Defects, Epilepsy, Arrested Tuberculosis, and Aged were compared with the Non-Handicapped Group, no significant relationship could be discovered.

Disability Codes: 1, 8, 10, 11, 15, 19, 20, and 25 were combined to form Disability Class 1 --Physicogenic.

Disability Codes: 2, 7, 13, and 14 were combined to form Disability Class II -- Neurological.

Disability Codes: 16 and 17 were combined to form Disability Class III --Psychiatric.

Class I, II, and III Disabilities were tested separately against the Non-Handicapped Group, and again no significant relationships existed between Disability Classification and vocational adjustment.

To test for possible sex variations, Class I, II, and III Disabilities were separated by sex, and these sub-classifications were checked against the Non-Handicapped Group of the same sex. Again, no significant relationships could be found between disability classifications and vocational adjustment.

On the basis of these tests of Chi-Square, it can be assumed that there is no significant difference in vocational adjustment between the various disability groups or the major disability classifications and the non-handicapped employee in Goodwill Industries.

The conclusion seems to be substantiated by the findings of Yucker,[28] in his research at Abilities Incorporated, in which he found

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[28]Yucker, op. cit.

no relationship between type and extent of disability and behavioral variables in work performance.

It was anticipated that the following personnel characteristics would be significantly related to vocational adjustment.

Socio-Economic Areas of Residence--Table 16 shows the Socio-Economic Areas of Residence for the cases in the sample by sex and by classification in the High and Low vocational adjustment groups.

TABLE 16

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT ACCORDING TO SOCIO-ECONOMIC AREAS OF RESIDENCE

Economic Areas of Residence	Male		Female	
	High	Low	High	Low
High (over $8,000)	3	-	-	1
Above Average ($7,000-$8,000)	5	3	3	3
Average ($6,000-$7,000)	27	23	20	16
Below Average ($5,000-$6,000)	30	17	9	7
Low ($5,000 or Less)	20	19	10	16
Total	85	62	42	43

While it was anticipated that the individuals from the higher socio-economic areas would more likely be classified as well-adjusted to the job situation, this contention was not supported by the research. When the total sample was tested, using the two highest and lowest classifications of socio-economic areas and membership in the High or Low groups of adjustment, no significant relationship was found.

When the same measure of socio-economic residence was separated by sex of the client, there was again no significant relationship.

Adding the figures of Average Area of Residence to the Highest Area of Residence, and recomputing Chi-Squares did not alter the results.

It would appear that the area of residence has little relationship to vocational adjustment and, therefore, is of little predictive value.

Age--It was anticipated that the older worker, over 45 years of age, being more mature and perhaps more experienced, would be more likely to be classified in the High group. Table 17 shows the distribution of cases according to age.

TABLE 17

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT ACCORDING TO AGE

Years of Age	Male		Female	
	High	Low	High	Low
25 or Less	2	7	2	10
Over 25-35	10	15	7	3
Over 35-45	28	12	10	9
Over 45-55	33	19	11	11
Over 55-65	11	8	11	9
Over 65	1	1	1	1
Total	85	62	42	43

When the Chi-Square test was applied, no significant relationships between vocational adjustment and age, either for the sample as a whole or for the male and female sub-samples, were found.

Source of Referral to Goodwill--The two sources of referrals that were predicted to relate to vocational adjustment were the Self-referral (the individual who applies for service without the intervention of another person or organization) and referral from the State Division of

Vocational Rehabilitation. The various sources of referrals were tabulated by sex and vocational adjustment. These will be found in Table 18.

TABLE 18

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT ACCORDING TO SOURCE OF REFERRAL TO GOODWILL

Source of Referral	Male		Female	
	High	Low	High	Low
Self	19	17	15	13
Goodwill Employee	14	7	8	3
Relative	5	4	1	2
Division of Vocational Rehab. .	19	15	11	5
Veterans Administration . . .	2	2	-	-
Board of Education	4	1	1	-
Church	-	-	-	-
Mich. Employment Security Comm.	11	5	2	5
Friend	10	5	2	11
Other	1	6	2	4
Total	85	62	42	43

It was found that the self-referrals, when contrasted to all other sources of referral, had no significant relationship to vocational adjustment. A lack of significant relationship was likewise found when referrals from D.V.R., contrasted to all other referral sources, was tested against vocational adjustment.

These relationships were also the same when the male and female subsamples were tested against vocational adjustment.

By inspection it will be noted that the Goodwill employees referred twice as many male applicants who were classified in the High rather than the Low group, and almost three times as many females who were classified in the High rather than the Low group. It would appear that Goodwill employees do a better job of screening of potential referrals than any

other referral source. This might be explained by the fact that the employee may feel that his own relationship with the organization might be jeopardized by referring a person who does not succeed.

Of further interest, in studying Table 18, is the fact that at the time of the research, there was not a single person in the organization who had been referred by a church; and for many years Goodwill Industries was a church-related organization. It would appear that Goodwill has not done an adequate job of telling its story to the churches in the community; or that the ministers do not feel the necessity of utilizing Goodwill's rehabilitation services on behalf of their parishioners.

Marital Status--It was anticipated that married clients would be better adjusted than either single or divorced-separated individuals. Table 19 shows the distribution by marital status from the Chi-Squares which were computed.

TABLE 19

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT ACCORDING TO MARITAL STATUS

Marital Status	Male		Female	
	High	Low	High	Low
Married	64	29	16	12
Single	15	16	8	17
Divorced	2	5	4	4
Separated	3	7	5	4
Widowed	1	5	9	6
Total	85	62	42	43

Initially when the relationship of married versus single for the total sample was tested against vocational adjustment, the relationship was found to be significant at the .01 level of confidence, with approximately twice as many married employees classified in the High group as

in the Low group. Single employees were found to have a 50% better chance of being classified in the Low group than in the High group.

The second test of marital status was married employees versus divorced-separated employees. In this case the Chi-Square test revealed significance at the .02 level of confidence. Again, married employees showed a definite tendency toward better vocational adjustment.

When sub-samples, according to sex, were tested, there was no significant relationship for females either in the married versus single, or married versus divorced-separated and vocational adjustment. The comparison of married versus divorced-separated males was significant at the .01 level of confidence, with the married males showing better vocational adjustment. Comparison of the married versus the single males showed a strong tendency (.10 level) toward significance in favor of the married members of the group.

Thus, all of these tests indicated that married employees were better adjusted to the job than single employees. This is particularly true of the males in the sample.

Children at Home--It was anticipated that the number of children at home would be significantly related to work adjustment, the assumption being that having children in the home would contribute to stability and motivation for vocational achievement. The range in the number of children is from 0 to 10. Table 20 shows the distribution of cases with No Children and those with One or More Children.

When the Chi-Square was computed for the sample, it was found that the relationship between children at home and vocational adjustment was significant at .01 level of confidence, which substantiated the original assumption. To determine what sex variable might be involved in the

relationship, the sample was again separated into sub-samples by sex. The male sub-sample revealed no significant relationship to vocational adjustment, but the female sub-sample was related at the .05 level of confidence, indicating that women with children made better employees.

TABLE 20

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT ACCORDING TO WHETHER THERE ARE NO CHILDREN AT HOME VERSUS ONE OR MORE CHILDREN AT HOME

Number of Children	Male		Female	
	High	Low	High	Low
None	44	41	27	37
One or More	41	21	15	6
Total	85	62	42	43

Military Status--While it was assumed that this characteristic would relate to vocational adjustment, the research did not substantiate this. In the High group there were 102 individuals with no military experience, and 25 who had served in one of the five branches of the armed forces: Army, Navy, Air Force, Coast Guard, or Marines. In the Low group, there were 88 without military service experience, and 17 with service experience. It was unnecessary to check the sex variables since all veterans in the sample were males.

When Disability Was Caused--It was anticipated that length of time a person had lived with his disability could be significant in relationship to the success criterion. When the disability was caused was tabulated by sex and adjustment, as is shown in Table 21.

When the total sample was tested by Chi-Square for relationship to vocational adjustment, it was found that no significant relationship existed. The dichotomy for years of diability was at the 20-year level.

The further test by sub-sample, male and female, did not alter the original results. It would appear that this personnel characteristic has no predictive value for later work adjustment.

TABLE 21

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT OF THOSE HAVING DISABILITIES ACCORDING TO THE NUMBER OF YEARS SINCE DISABILITY OCCURRED

Years Since Disability Occurred	Male		Female	
	High	Low	High	Low
Up to 5	5	-	5	4
Over 5 - 10	8	9	2	2
Over 10 - 15	9	9	8	5
Over 15 - 20	11	7	5	6
Over 20 - 25	5	7	1	6
Over 25	34	18	12	14
Total	72	50	33	37

How the Disability was Caused--There were five major classifications of Cause of the Disability, as shown in Table 22.

TABLE 22

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATIONS ACCORDING TO CAUSE OF THE DISABILITY

Cause of Disability	Male		Female	
	High	Low	High	Low
Congenital	13	11	5	9
Illness	31	17	18	24
Accident	19	17	9	2
Other	0	0	1	2
Military	9	5	-	-
Total	72	50	33	37

Two separate comparisons for relationships were worked out with these data: 1) the relationship between traumatic disabilities and vocational adjustment; 2) the relationship between congenital disabilities and vocational adjustment. Operationally, traumatic disabilities were considered to be accidents and military disabilities.

There was no significant relationship for the sample between the cause of the disability and vocational adjustment. The male sub-sample produced the same results. For the female sub-sample, however, there was a tendency for those with traumatic disabilities to appear more frequently in the High group, significant at the .05 level of confidence.

It would appear that congenital disabilities and illness-caused disabilities are more limiting to females than traumatic disabilities.

It was decided to make the one additional test of illness-caused disabilities as opposed to all others, and the relationship to vocational adjustment. The total sample, and both the male and female sub-samples, revealed no significant relationship.

Number of Years of Education--The level of education, based upon years of schooling completed, was tested against the criterion of work adjustment with the assumption that the person with more education would have the better chance of being classified in the High group. No significant relationship was found between educational level and work adjustment for the total sample. The distribution from which the Chi-Square was computed is presented in Table 23, with the educational dichotomy at the 9-year level.

Results were the same when the sex sub-groups were evaluated separately. This finding coincides with the finding of Gellman,[29] in his

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[29]Gellman, op. cit.

studies at the Vocational Adjustment Center in Chicago. He found, in his population, that there was no significant relationship between age, education, I.Q., and previous employment, and a measure of employability. His rationale for these findings was that the population with which he was working was primarily made up of people employed in unskilled and slightly skilled types of occupations, in which intelligence and formal education were not necessarily prerequisites for success. This is, perhaps, true for the population from which the sample was drawn for this research, when it is realized that of the 79 hourly-rated jobs in Goodwill Industries of Greater Detroit, most of them fall into unskilled classifications.

TABLE 23

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATIONS ACCORDING TO YEARS OF EDUCATION COMPLETED

Years of Education Completed	Male		Female	
	High	Low	High	Low
From 0 - 3	2	-	-	-
Over 3 - 6	5	7	4	2
Over 6 - 9	36	22	3	10
Over 9 - 12	27	28	25	26
Over 12	15	5	10	5
Total	85	62	42	43

In research based upon higher level jobs, education has been found to be an important predictor of success. One such research was done at the Bell Systems. Quoting Frederick R. Kappel in a lecture in 1962,[30] "Scholastic achievement is a substantial predictor of success in the Bell System." The significant difference here, however, is the level of jobs

[30]Kappel, op. cit.

which the two researchers were studying. In the higher levels of management, education would be a very strong prerequisite for success; in lower level jobs, as indicated by Gellman,[31] this factor is not as crucial.

Previous Trade Learned--The next characteristic studied was whether or not the client had learned a trade prior to coming to Goodwill Industries. The assumption was that such a trade would be an advantage and that the client would, therefore, stand a much greater chance of being classified in the High group of vocational adjustment. The dichotomy was on the basis of Some Trade Training versus None, as shown in Table 24.

TABLE 24

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATIONS ACCORDING TO WHETHER OR NOT A TRADE WAS LEARNED PRIOR TO GOODWILL EXPERIENCE

Trade Learned Prior to Goodwill	Male		Female	
	High	Low	High	Low
Yes	39	18	19	13
No	46	44	23	30
Total	85	62	42	43

In this case the relationship between a previous trade and High group classification for the total sample was significant at the .05 level of confidence.

For the male and female sub-samples, a trend (.10 level) in the predicted direction was found for the males. No significant relation-

[31]Gellman, op. cit.

ship existed for the females.

The largest number of jobs for women in Goodwill are jobs that require little extensive training, such as clothing repair, pressing, and sales, and relatively few of the more skilled jobs, such as clerical and supervisory. Many of the jobs in which men are placed require a much higher level of training, such as furniture and appliance repair, furniture refinishing, and supervisory jobs. This might explain why previous training might be considered an asset for men, where it would not be quite as important for women.

Whether or Not the Client Was Seen by Another Social Agency--The characteristics referred to in this area are whether or not the client was seen by some agency other than the agency referring the client to Goodwill for employment or training. This could be such organizations as: Family Service Society of Metropolitan Detroit, Legal Aid, or the American Red Cross. In most cases the services supplied by these agencies were not directly related to employment but, rather, were related to some additional problem. If the agency made a direct referral to Goodwill Industries for employment, that client was tabulated under Sources of Referral, and not in this section.

It was assumed that a person who had received help in other problem areas of adjustment would likewise be better adjusted vocationally, but the research did not substantiate this assumption. Table 25 shows the distribution of cases according to whether the client had been seen by one or more agencies versus not having been seen by any.

No significant relationships were found for the sample as a whole, or for either of the sex sub-samples.

TABLE 25

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATIONS ACCORDING TO WHETHER OR NOT THE CLIENT WAS SEEN BY ONE OR MORE OTHER SOCIAL AGENCIES

Number of Agencies That Were Seen By Client	Male		Female	
	High	Low	High	Low
None	49	29	28	27
1 or More	36	33	14	14
Total	85	62	42	43

Past Employers in Last Ten Years--The two tests for this characteristic and its relationship to vocational adjustment were: those individuals with no previous employment, as opposed to those having one or more jobs in the past ten years; and those individuals with only one job as opposed to those who had more than one job in ten years.

Table 26 shows the distribution of cases upon which the Chi-Square test was computed:

TABLE 26

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATIONS ACCORDING TO NUMBER OF JOBS HELD DURING PAST TEN YEARS

No. of Jobs Held In Past 10 Years	Male		Female	
	High	Low	High	Low
None	21	11	16	20
One	39	22	13	11
More than One	25	29	13	12
Total	85	62	42	43

When the total sample was tested on the one versus more-than-one basis, the Chi-Square was 2.32, which was significant at the .10 level of confidence. This would indicate that there is a tendency for individuals who hold a single job with a ten-year period to be better adjusted, therefore, having a better chance of being classified in the High group.

When the sample was separated by sex, the male sub-sample in the one versus more-than-one test did have a relationship greater than the .10 level of confidence, indicating that it was the male portion of the sample that influenced the results for the total sample. Since there was no significant relationship for females, it appears that holding one job for ten years is far more important for the male than the female in relationship to vocational success.

Again, because of the more skilled nature of the jobs for males within Goodwill, it is entirely possible that "job hopping" would penalize a male much more than a female.

None of the other tests of relationship between number of jobs and vocational adjustment was significant for this personnel characteristic.

One additional finding of past employment was the fact that 95 individuals out of the total of 346 in the research sample, or over 27%, had never held any type of job prior to coming to Goodwill. This would include even part-time employment.

Wages Received on Last Job--The next personnel characteristic tested was amount of wages received on the last job prior to coming to Goodwill. Only 32 individuals in the High group and 42 in the Low group responded to this question, so the Chi-Square was computed on the basis of 74 cases.

TABLE 27

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATIONS ACCORDING TO AMOUNT OF WAGES RECEIVED ON LAST JOB, AS REPORTED BY THE CLIENT

Amount of Wages Per Week	Male		Female	
	High	Low	High	Low
None reported	60	37	35	26
$1.00 to $60.00	15	11	6	12
Over $60.00	10	14	1	5
Total	85	62	42	43

In computing the relationship between wages on the last job and vocational adjustment, no significance was found either for the sample as a whole, or for the sub-samples of males and females.

It would appear that what a person earned on his last job does not measure his degree of adjustment to the present. Confirming these findings, by inspection of the basic data, revealed that ten males had earned in excess of $100.00 per week on their last job. Five of them were classified in the High group and five in the Low group.

Organizational Memberships--There were 71 out of 232 members of the sample who participated in some type of social, business and professional, service, church, veterans, or fraternal organization. The distribution of those belonging to some organization by sex and vocational adjustment is shown in Table 28.

While the relationship was not significant for the sample as a whole, or for the female sub-sample, there was a tendency for organizational activity to relate to vocational success for the male sub-sample at greater than the .10 level of confidence.

TABLE 28

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATION ACCORDING TO MEMBERSHIP AND NON-MEMBERSHIP IN OUTSIDE ORGANIZATIONS

Organizational Membership	Male		Female	
	High	Low	High	Low
None	59	53	23	26
One or More	26	9	19	17
Total	85	62	42	43

There was no attempt to determine the degree of participation. It is reasonable to assume that there would be some difference between those who are active in the group as opposed to those who are just members and participate infrequently.

Hobbies--was the last personnel characteristic to be tested. In this case, of the 232 individuals being considered, approximately 73% (169) indicated that they had some hobby. The distribution of cases by sex and vocational adjustment may be seen in Table 29.

TABLE 29

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATION ACCORDING TO WHETHER OR NOT THE CLIENT HAD A HOBBY

Hobby	Male		Female	
	High	Low	High	Low
None	20	24	11	8
Some	65	38	31	35
Total	85	62	42	43

Although the total sample and female sub-sample showed no significant relationship between hobbies and vocational adjustment, the male sub-sample did show a tendency toward a relationship between hobbies and membership in the High group at the .10 level of significance.

Table 30 summarizes the results of the tests of significance of the items of personnel information and vocational adjustment.

TABLE 30

SUMMARY OF SIGNIFICANCE LEVELS FOR TESTS OF RELATIONSHIP BETWEEN PERSONNEL ITEMS AND VOCATIONAL ADJUSTMENT

No Relationship Anticipated			
Personnel Items	Males	Females	Total Sample
Sex	N.A.*	N.A.	-
Height	-	-	-
Weight	-	-	-
Length of Residence in City (15 years)	-	-	-
Length of Residence in City (25 years)	.10	-	-
Length of Residence in State (15 years)	-	-	-
Length of Residence in State (25 years)	-	.10	-
Physical Disability (Individual Disability)	-	-	-
Physical Disability (Major Classification)	-	-	-

Relationship Anticipated			
Personnel Items	Males	Females	Total Sample
Socio-Economic Area of Residence	-	-	-
Age	-	-	-
Source of Referral (Self)	-	-	-
Source of Referral (D.V.R.)	-	-	-
Marital Status (Married vs. Single)	.10	-	.01
Marital Status (Married vs. Divorced)	.01	-	.02
Children at Home	-	.05	.01
Military Status	-	N.A.	-
When Disability Was Caused	-	-	-
How Disability Was Caused (Traumatic)	-	.05	-
How Disability Was Caused (Congenital)	-	-	-
Years of Education	-	-	-
Trade Learned	.10	-	.05
Were Seen By Other Agencies	-	-	-
Past Employers in Last 10 Years	.10	-	-
Wages Received on Last Job	-	-	-
Organizational Memberships	.10	-	-
Hobbies	.10	-	-

*Not Applicable

Mental Ability

Scores on the Wonderlic Personnel Test ranged from a low of 0 to a high of 41. Table 31 shows the distribution of the High and Low groups by sex and according to raw scores on the Wonderlic.

TABLE 31

DISTRIBUTION OF CASES BY SEX AND VOCATIONAL ADJUSTMENT CLASSIFICATIONS ACCORDING TO RAW SCORES ON THE WONDERLIC PERSONNEL TEST - FORM A

Raw Score on Wonderlic	Male		Female	
	High	Low	High	Low
0 - 4	22	17	8	9
5 - 9	24	15	12	12
10 - 14	19	13	8	12
15 - 19	9	8	6	7
20 - 24	5	5	3	3
25 - 29	3	4	1	0
30 - 34	3	0	2	0
35 - 39	0	0	1	0
40 and above	0	0	1	0
Total	85	62	42	43

When the sample was dichotomized at the median between a raw score of 9 and 10, and a Chi-Square test applied, no significant relationship was found between the Wonderlic Test scores and the degree of adjustment to the job.

This result is similar to that reported by Gellman,[32] previously mentioned, in which it was found that I.Q. was not a good predictor of employability for that population.

To test for any differences in the results for men and women, the sample was divided by sex. These tests also indicated that there is no

[32]Gellman, op. cit.

significant relationship between the Wonderlic scores and vocational adjustment for either sex.

In considering the clustering of scores at the low end of the scale, it should indicate that the predominance of jobs within Goodwill Industries are at the lower levels of skill and intellectual demands, therefore, there might be a relationship between Wonderlic scores and the particular job to which the individual is assigned. This is in keeping with the original purpose of the Wonderlic Test, which is to help assign people to job levels consistent with mental ability. When mean scores were computed by job classification for the research sample, the hierarchy of jobs shown in Table 32 was established.

TABLE 32

NUMBER OF CASES, THE MEAN SCORE, AND STANDARD DEVIATION OF WONDERLIC PERSONNEL TEST - FORM A FOR THE RESEARCH SAMPLE ACCORDING TO JOB CLASSIFICATIONS

Job Classification	N	Mean Score	Standard Deviation
Administrative Staff	8	24	8
Cashiers	2	22	2
Supervisory Staff	9	19	10
Clerical Staff	38	17	9
Store Managers	14	11	5
Sales Clerks	38	11	6
Upholsterers	2	11	4
Foremen	19	11	6
Contract Appliance Repair	36	11	6
Truck Drivers	17	10	6
Pricers	3	10	6
Truck Helpers	18	9	7
Electric & Appliance Repair	9	9	7
Clothing Finisher	27	8	5
Building Maintenance	18	8	5
Furniture Repair	17	7	6
Clothing Repair	10	7	6
Contract Production	13	7	4
Shoe Repair	8	6	5
Sorting	31	5	4
Sanding	4	5	4
Unloading Crew	5	4	1

Quoting from a pamphlet published by E. F. Wonderlic & Associates entitled "Summary of Experiences with the Wonderlic Personnel Test,"[33] it states:

> Test scores are significant-- It seems strange that the scores attained on such simple tests would have any practical significance. However, experience has demonstrated that: Certain types of jobs are filled most successfully by people who attain high mental-alertness ratings; e.g., engineers and managers. Certain other types of jobs are filled most sunccesfully by individuals who attain low mental-alertness ratings; e.g., common laborers, and fishermen. Still other types of jobs are filled most successfully by individuals who attain medium mental-alertness ratings; e.g., mechanics and sales people.

One other quotation shows that these findings are consistent with current research:[34]

> One important distinction brought to our attention by the research on intelligence tests is that between aptitude for education and general learning ability. Intelligence tests are often called "learning ability" tests, but the term is in some ways a misnomer. They do not predict how rapidly or easily a person will pick up any new skill. It is only in "book learning" and the mastery of abstract concepts that the high-scoring person has a clear advantage. Others who score much lower than he may be just as successful in learning to play the trombone, drive a car, or tend a machine.

Relationship Between Personality Measures and Job Adjustment

There were 24 scales of the MMPI evaluated as part of this research. Table 33 shows the distribution of cases in the High and Low groups, according to their T scores on each scale. Level of significance for a Chi-Square test of the distribution for each sub-scale is also provided. The expected frequencies in the extreme right or left

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[33] Summary of Experiences with the Wonderlic Personnel Test, Revised Jan. 1, 1956, E. F. Wonderlic and Associates, P.O.Box 7, Northfield, Illinois. p. 7.

[34] Borow, Henry. Man in a World at Work. Cambridge, Mass.: National Vocational Guidance Association, 1964. p. 177.

hand columns were often less than 5. When this occurred, the Chi-Square was computed after adjacent categories were combined to eliminate cells with low expected frequencies.

TABLE 33

DISTRIBUTION OF CASES IN THE HIGH AND LOW ADJUSTMENT GROUPS ACCORDING TO T SCORES ON THE MMPI SCALES

MMPI Scale	Adjustment Group	T Scores					Level of Significance
		40	41-50	51-60	61-70	70	
Lie (L)	High	10	47	40	22	8	N.S.*
	Low	7	40	39	14	5	
Validating (F)	High	0	65	36	10	16	.05
	Low	0	34	39	13	19	
Correction (K)	High	14	26	41	44	2	.05
	Low	9	38	35	23	0	
Hypochondriasis (Hs)	High	4	28	47	26	22	N.S.
	Low	6	28	30	21	20	
Depression (D)	High	2	22	50	34	19	N.S.
	Low	2	20	45	20	18	
Hysteria (Hy)	High	6	18	52	36	15	N.S.
	Low	6	27	37	22	13	
Psychopathic Deviate (Pd)	High	5	27	49	31	15	.05
	Low	4	14	30	33	24	
Interest (Mf)	High	5	34	57	22	9	.05
	Low	5	23	35	36	6	
Paranoia (Pa)	High	2	56	38	18	13	N.S.
	Low	8	33	26	19	19	
Psychosthenia (Pt)	High	7	42	50	14	14	N.S.
	Low	7	32	32	14	20	
Schizophrenia (Sc)	High	11	32	49	15	20	N.S.
	Low	6	20	39	14	27	
Hypomania (Ma)	High	11	48	37	21	10	.05
	Low	8	23	28	31	15	
Social Introversion (Si)	High	4	48	48	24	3	N.S.
	Low	2	40	32	28	3	
Anxiety (A)	High	27	46	37	14	3	N.S.
	Low	15	41	30	16	3	
Repression (R)	High	15	34	54	22	2	N.S.
	Low	15	36	39	11	4	
Ego-Strength (Es)	High	29	43	37	17	1	N.S.
	Low	29	43	23	10	0	
Low Back Pain--Functional (Lb)	High	9	40	37	33	8	N.S.
	Low	16	27	25	28	9	
Caudality (Ca)	High	14	44	49	13	7	N.S.
	Low	5	39	38	14	9	

*Not significant.

TABLE 33--Continued

MMPI Scale	Adjustment Group	T Scores					Level of Significance
		40	41-50	51-60	61-70	70	
Dependency (Dy)	High	21	50	40	14	2	N.S.
	Low	11	38	37	15	4	
Dominance (Do)	High	15	27	62	21	2	N.S.
	Low	10	30	55	10	0	
Social Responsibility (Re)	High	22	46	35	23	1	.05
	Low	31	26	36	12	0	
Prejudice (Pr)	High	31	35	33	26	2	.01
	Low	12	19	52	20	2	
Socio-Economic Status (St)	High	7	30	54	33	3	N.S.
	Low	9	32	47	15	2	
Control (Cn)	High	52	39	19	17	0	.01
	Low	30	30	35	7	3	

The first three scales (L, F, and K) are considered the validity scales, and are used primarily to aid the clinician in the interpretation of the other scales; the next ten scales (Hs, D, Hy, Pd, Mf, Pa, Pt, Sc, Ma and Si) are the clinical scales; the remaining scales are more recent and are considered research scales.

Eight scales of the MMPI are significantly related to vocational adjustment.

Validating Scale (F)--The difference between the High and the Low groups on the F Scale is significant at the .05 level of confidence. Individuals receiving a low F score are more likely to be found in the High group. There are several interpretations of a high F score. A subject will score high if he does not understand the question because of lack of comprehension of written English. Usually a sixth grade education is considered adequate if the language of instruction is English.

An elevated F score is found where the subject deliberately fakes the record, particularly in an effort to appear worse than he actually is, as when the subject's motivation is to malinger.

Extremely high scores are achieved by psychotics.

Thus, observing the distribution for the F Scale, it is apparent that there is a tendency for the Low group to receive a higher proportion of scores in the undesirable range, representing either "faking" or lack of adequate comprehension of the task.

Correction Scale (K)--Differences also occur on the K Scale, significant at the .05 level, but in this case the high K score is indicative of membership in the High group of vocational adjustment. High K scores usually indicate a high self-acceptance in a non-psychiatric population; this is particularly true with subjects from lower socio-economic levels.

> An important finding from recent research on personality and behavior patterns appearing at different socio-economic levels is that the lower status person is generally freer from inhibitions, self-constraint, and control than the person of higher status. This set of findings is contrary to the popular stereotype of the lower-status person . . .[35]

This could explain the relationship between high K score and membership in the High group, since only 6.9% of the total research sample were from above average or high socio-economic areas of the community, as shown in Table 5.

Psychopathic Deviate (Pd)--The Pd Scale is related to vocational adjustment at the .05 level. Low Pd scores are associated with the High group; high Pd scores with the Low group of vocational adjustment.

In interpretation of the Pd Scale, a high score is usually associated with asocial behavior and a shallow emotional life. The usual response to therapy is a very superficial cooperation. Sexual and other

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[35] Dahlstrom, W. Grant, and Welsh, George S. An MMPI Handbook: A Guide to Use in Clinical Practice and Research. Minneapolis: The University of Minnesota Press, 1960, p. 146.

appetitive drives are not deeply effective in the client's life. Promiscuity and even prostitution are engaged in for social entertainment or financial gain rather than for emotional satisfaction. These individuals derive satisfaction from being different. They are compelled to seek dangerous or embarrassing situations in order to find some emotional outlet.

High scores often are indicative of alcoholism, lying, as well as sexual promiscuity. These individuals are likely to blame others for their predicaments and are prone to make excuses. It is not uncommon in casual relationships for these people to manifest a pleasing personality, and they may also possess a reasonably high intelligence.

Interest Scale (Mf)--The Mf Scale is related to vocational adjustment at the .05 level; those in the High group tending to receive low Mf scores, while those in the Low group achieve high Mf scores.

The Mf Scale measures masculinity or femininity interest patterns. A high score for either sex indicates a deviation of the interest pattern toward the opposite sex.

"The Mf score is often important in vocational choice. Generally speaking, it is well to match a subject vocationally with work that is appropriate to his Mf level."[36]

In the research sample it would appear that the subjects were more likely to be adjudged vocationally adjusted when their interest patterns closely followed those considered normal for members of their sex in our culture.

Hypomania (Ma)--The Ma Scale was also related to vocational adjustment at the .05 level. The higher the Ma score, the smaller the propor-

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[36]Hathaway & McKinley, op. cit. p. 20

tion of cases found in the High group.

Some of the interpretations of a High Ma score which would explain a Low vocational adjustment rating will be found in the following quotation:

> Viewed over a longer period of time it is often discernible that these persons tend to have periods of definite depression rather than elation or euphoria. Along with these characteristics, there is often egocentricity, lack of appreciation of the ineptitude of his behavior in given settings, and a certain obvious disregard for others. In many respects these patients, during these episodes, are reminiscent of the asocial type of psychopathic personality.[37]

The research sample appearing in the Low group of vocational adjustment seems to possess the undesirable characteristics measured by the Ma Scale.

Social Responsibility (Re)--The Re Scale is related to vocational adjustment at the .05 level. The meaning of a high score on this scale is somewhat less clear than for scales previously discussed. High scores on the Re Scale relate to High adjustment, as indicated by Welsh and Dahlstrom:[38]

> The special scale on which there is the greatest item overlap is the social responsibility (Re) scale, one fourth of whose items appear on the Cn scale. They are, however, all scored in the opposite direction. Persons achieving high scores on Cn (and thus presumably quite dissimilar to hospitalized patients) tend not to be characterized by the kind of traits, attitudes, or behavior measured by the Re scale.

Since this is a research scale, not too much additional information is available for interpretation.

Prejudice (Pr)--The Pr Scale is related to vocational adjustment

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[37] Welsh & Dahlstrom, Basic Reading on the MMPI in Psychology and Medicine, op. cit. p. 94.

[38] Ibid., p. 252.

at the .01 level. There is a tendency for high Pr scores to be related to membership in the Low group.

The high Pr scores seem to indicate individuals who are "from poorer homes, have fewer material advantages, are more undemocratic and ethnocentric, are less intelligent, are markedly inferior in academic achievement. . ."[39]

"Closely related to these attitudes are feelings of cynicism, distrust, doubt and suspicion. The high scorer feels that other people cannot be trusted, that others will prey upon them and exploit them. . ."[40]

These interpretations of a high Pr score would explain why this scale is related to poor vocational adjustment, and why individuals with high Pr scores are more frequently classified as poorly adjusted to the vocational situation.

Control (Cn)--The Cn Scale is also related to work adjustment, significant at the .01 level of confidence, with high scores tending to be related to poor work adjustment.

This scale is designed to measure psychological control or how well a person can function as a responsible adult in our society.

High Cn scores indicate individuals who are overly moralistic and extremely opinionated. "Some of these denials of ordinary human 'weaknesses' strike one as going beyond conventionality and bordering on unrealistic self-appraisal."[41]

The characteristic measured by the high Cn Scale seems to penalize individuals in vocational adjustment, since the Low group has the higher

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[39] Ibid., p. 206.

[40] Ibid., p. 208.

[41] Ibid., p. 250.

scores on this MMPI scale.

Each of the tests of relationship of the above scales to vocational adjustment were computed independently. It is recognized by the writer that this is not the best method of interpreting MMPI results. Clinically, the MMPI should be interpreted on the basis of a total profile and how each scale relates to all others. In view of the rather positive results of this research in isolating scales that relate to vocational adjustment, it would appear that more comprehensive research of the inter-relationship between these and other scales of the MMPI and their relationship to vocational success in a rehabilitation setting should be undertaken.

IV SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

Summary

The Goodwill Industries of Greater Detroit, as a rehabilitation and training program, faces the necessity of becoming more selective in its admission of clients because of the increasing number of persons seeking rehabilitation services, and because of the increasing cost of providing these services. This study represents an exploration of various measures and indices in a search for variables that may be useful in selecting those applicants with the greatest potential for rehabilitation. It is assumed that findings for the Detroit client population will have some relevance for Goodwill Industries in other cities and for other comparable rehabilitation programs.

The general strategy of the research study involves a determination of the relationships between various screening measures and a rating of work adjustment following rehabilitation training. A sample of 346 clients at Goodwill Industries of Greater Detroit was selected from a total population of 403 persons, 57 cases being eliminated from consideration after failing to meet the criteria for inclusion in the sample.

The sample was divided into classifications on the basis of adjustment to the rehabilitation setting: those well-adjusted were designated the High group, and those least well-adjusted, the Low group. A remaining portion of the sample was not included in either group because their final level of adjustment could not be determined adequately. A panel of judges, not directly involved in supervision of the clients

within the program, assigned the clients to the two groups.

Individuals in the High and Low groups were compared on characteristics derived from personnel information and tests of mental ability and personality.

It was determined that the Personnel Application Form is not productive in eliciting significant information upon which to make a prediction of success or failure. Only four items on the Personnel Application Form differentiated between the two groups at a statistically significant level. These items were: whether or not the client was married as opposed to never having been married; whether or not he had children at home; and lastly, whether or not he had had any previous vocational training and/or work experience. Other items such as education, whether or not he had been served by other agencies prior to coming to Goodwill Industries, and the socio-economic level in which he resides, were not found to be significantly related to vocational success.

The Wonderlic Personnel Test score was used as a means of determining mental ability. On this test the average employee in Goodwill Industries achieved a raw score of 9.7. When this sample was compared to the general population upon which this test was standardized, it appeared that the average employee in Goodwill falls in the lower 7.4% of the general population. Scores on this particular test ranged from 0 to 41, with the majority falling at the lower levels. It was determined that this measure of mental ability is not significantly related to vocational adjustment in this population. It was valuable in indicating the fact that a low score on this type of measure of mental ability is not contraindicative of good work adjustment in the types of jobs available to Goodwill clients.

Because the job requirements within Goodwill Industries are predominantly for individuals at the lower level of both mental and physical ability, it would appear that persons over a wide range of intelligence can find some occupation within the Goodwill organization in which they can be successful.

The Minnesota Multiphasic Personality Inventory was administered to all members of the research sample. Eight separate scales of this instrument were related to vocational success, indicating that this instrument may be a valuable tool in screening rehabilitation clients.

Conclusions and Recommendations

This research represents an exploratory study of a population of employees and trainees in a rehabilitation workshop setting and an attempt to isolate characteristics which relate positively to success in such a setting. Caution must be exercised in assuming that the research sample drawn from the population is necessarily representative of all workshop employee groups, or of disabled people in general. One reason for uniqueness is the fact that this group was comprised of persons with all types of disabilities; many workshops are restricted to individuals with a single disability classification. The sample cannot claim to represent the populations of all Goodwill Industries workshops due to the local autonomy of each organization, the training and program emphasis of each local executive and board of directors, other facilities available in the communities, and restrictions in terms of finances. These factors dictate the type and extent of services, as well as the number of people served, the character, and the severity of the disabilities found within each local Goodwill program.

Even though the research sample is admittedly unique in character, the methodology used in the research should apply to almost any workshop setting. It would be the hope of the writer that similar studies could be conducted in other Goodwill Industries, as well as other workshops, to see if similar results would be achieved.

Criterion of Success--While the criterion of success appeared to separate those individuals who were successful on the job as opposed to those who were not, a serious limitation was imposed by virtue of the fact that the clients were at least successful enough to be currently employed. It must be assumed that a certain selectivity had been present in that unsuccessful individuals would have been terminated and, therefore, were not a part of this study. The more successful clients would have been placed on jobs in competitive industry in the community. This would tend to make the sample homogenous.

It would be desirable to replicate this study after sufficient data are available, using for the Low group those individuals who were terminated for cause, and for the High group those who had completed the rehabilitation process and were successfully placed in the community.

Personnel Information--The basic data on each employee were obtained from a study of his Personnel Application Form. This form is standard in many Goodwill organizations, but it was not designed for the purpose of predicting success.

It would appear that some other method of using personnel information might prove more predictable. One method that could be used is to redesign the Personnel Application Form, with higher weights being assigned to those items which more frequently identify members of the High group.

Intelligence Testing--The Wonderlic Personnel Test appears to be an instrument that helps determine job levels consistent with mental ability. It possesses advantages for screening purposes because it is easy to administer, quick to score, and does seem to meet the needs for which it was designed.

Continuation of the use of this test seems advisable to build up a sufficient number of cases so that ultimately minimum scores can be computed for successful performance in each job classification. This would help in selecting clients and would be of assistance in vocational counseling prior to the establishment of training programs.

Personality Testing--The positive results obtained with the MMPI would indicate that it holds promise as a predictive instrument.

According to the literature on the MMPI, the most effective use of MMPI scores involves the development and interpretation of profiles.

The interrelationships among an individual's sub-scale scores are of more significance than each score taken separately. Such an analysis was beyond the scope of the present study. However, the positive results obtained, even with the limited approach used in this study, suggests that a more sophisticated profile analysis holds great promise.

Such an approach would be particularly worthwhile if the MMPI test were administered to the larger group of clients referred to above: that is, to a group which included all applicants for rehabilitation, those unsuccessful clients who had failed, as well as those who were soon placed in competitive employment.

Other Psychological Tests--While only two instruments were used as a part of this research design, it might be desirable to use a smaller sample of the original population and try a more comprehensive testing

program. This could include such tests as the Wechsler, Rorschach, and certain aptitude tests.

Other Methods of Research--In this general area might be longitudinal studies of successful and non-successful disabled people to isolate characteristics that distinguish individuals in each group. This should be expanded to include disabled people who have never been seen by an agency but are successfully employed and integrated into community activities, as well as those individuals who have never been motivated to seek the professional rehabilitation services available to them.

The Goodwill Industries of America, Inc., which is international in operations, a pioneer in rehabilitation, and currently is serving in excess of 60,000 handicapped people per year, appears to the writer to be the logical organization in which to carry on this type of research.

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APPENDIX A

WORKSHOP DEFINITIONS

WORKSHOP DEFINITIONS

When the National Committee on Sheltered Workshops and Homebound Programs was first organized at the National Conference of Social Work in Cleveland, Ohio, in 1949, much attention was given to a definition which would be acceptable to the many agencies and types of workshops represented in its membership. After further discussions at the National Conference in Atlantic City in 1950, the following definition was accepted by the Committee:

> A sheltered workshop is a voluntary organization or institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for physically, mentally and socially handicapped individuals by providing such individuals with remunerative employment, and one or more other rehabilitating activities of an educational, psycho-social, therapeutic or spiritual nature.

Industrial Workshop for Sheltered Employment:

A sheltered workshop which provides through its own facilities, remunerative employment and other services in the area of social and personal adjustment, including counsel or religious guidance given individually or in groups, to handicapped individuals. Preferably, and especially in the case of individuals handicapped by chronic illness, there should be available, either on or off the premises, services of a medical character to protect their health while at work in the workshop. The individuals served in this category of sheltered workshop consist chiefly of those who, because of age, chronic physical disability, or personality, emotional and behavior problems, cannot be absorbed in the competitive labor market. Board, lodging and other maintenance facilities may or may not be provided.

Industrial Rehabilitation Workshop:

A sheltered workshop which provides, through its own facilities, remunerative or on-the-job training or employment to handicapped individuals and, through its own facilities or by formalized agreement for the use of other qualified facilities, the following minimum services: medical examination and continuing medical consultation and supervision; social and personal adjustment services; vocational counseling and selective placement. In order to qualify as an Industrial Rehabilitation Workshop, a sheltered workshop must have as its primary

aim the preparation of handicapped individuals for fully competitive employment, although some will be found incapable of undertaking such employment and will remain gainfully employed in the shop. The minimum services enumerated above must be administered to handicapped individuals by personnel competent professionally or technically in their various areas and may be provided either on or off the premises. An Industrial Rehabilitation Workshop may be an integrated subdivision of a comprehensive rehabilitation center.

Comprehensive Rehabilitation Center:

A voluntary organization or institution exempt from taxation under the provisions of Section 101(6) of the U. S. Internal Revenue Code, conducting a comprehensive program of rehabilitation for handicapped individuals by providing such individuals with integrated services of medical rehabilitation, social adjustment, vocational rehabilitation, and industrial rehabilitation, as follows:

(a) Medical Rehabilitation Services including medical examination and evaluation; continuing medical consultation and supervision; physical, occupational and rehabilitation therapy; functional re-education and training in the uses of prostheses. There may also be included the manufacture, fitting and adjustment of prostheses.

(b) Social Adjustment Services including psychiatric, mental hygiene, psychological, and social case work services, and recreation. Religious or spiritual guidance may also be included.

(c) Vocational Rehabilitation Services including vocational evaluation, testing and counseling; prevocational and special vocational education, and selective placement.

(d) Industrial Rehabilitation Services including an Industrial Rehabilitation Workshop and/or a Homebound Service Agency, and work therapy and testing for work tolerance.

The services enumerated above must be administered to the handicapped individuals by personnel competent professionally or technically in their various areas, and such personnel must work as a team in the application of their several professional specialties to the total rehabilitation need of the individual.

Excerpt from National Committee on Sheltered Workshops and Homebound Programs. Sheltered Workshops and Homebound Programs. New York, 1952 pp. 3-4.

APPENDIX B

COMPARISON OF PROGRAMS: SHELTERED AND REHABILITATION WORKSHOPS

COMPARISON OF PROGRAMS: SHELTERED AND REHABILITATION WORKSHOPS

AREA OF SERVICE	SHELTERED WORKSHOP	REHABILITATION WORKSHOP
1. Intake Interviewing	To fill job vacancies	To determine individual needs, to assist in future counseling.
2. Medical Examinations	To determine ability to perform a certain task	To aid in planning future training, as well as limitations on future placement.
3. Psychological Testing	Little or none	Psychometric evaluation to determine intelligence, interest, aptitude, and personality as an aid in training and placement.
4. Counseling	Minor adjustment to problems	To assist in personal and occupational growth, encourage employment outside of Goodwill, help with serious problems by referring to and cooperating with other agencies.
5. Vocational Guidance	Little or none	Emphasis on future as well as present vocational goals. Follow up training and work performance; maintain necessary records of progress.
6. Work Evaluation	Little or none	Determine by on-the-job performance, work habits, attitude, ability to follow instruction, and get along with others, as well as the productivity of the individual. Prepare written reports for other agencies.
7. Training Programs	Few - To orient worker to available job in workshop.	As needed to make a worker more employable, or to teach new skills.
8. Employment	Mostly sheltered cases with little hope for placement	Persons are employed to gain skills, experience, confidence, and solution to personal problems to fit them for employment in the community.
9. Placement	Little or none Normal attrition accounts for turnover.	Cooperation maintained with all other agencies to place qualified handicapped persons. Continuous work with industry to promote the idea of employment of the handicapped.

APPENDIX C

JOB DESCRIPTIONS

79 HOURLY RATED JOBS IN GOODWILL INDUSTRIES

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. M - 1

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Performs a series of tasks in maintaining building. Builds and installs partitions. Installs plywood paneling and lays wooden floors. Lays brick, block and does cement work and concrete restoration. Repairs furnace ducts and roof. Lays floor tile. Uses hand tools such as trowel, level, jointer, saws, hammers and square.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Works indoors and outdoors in all weather. Must lift up to 50 lbs. and carry up to 25 lbs. (Might stand all day. Might climb a ladder, work on a roof. Helpful if able to match colors). Noise produced by saws, cement mixer and hammering. Dust produced by sawing wood.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Maint., Man,Bldg. CODE: 5-83.611

FIRM TITLE: Gen. Const. CODE: -

DEPT.: Maint. SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: 8th Grade. General knowledge of tools.

Preferred: 2 years general const. experience.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) (See Comments) [X]
   - (Very Heavy) [ ]
2. Climbing, Balancing [X]
3. Stooping, Kneeling, Crawling, Crouching [X]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [ ]
   (Outside) [ ]
   (Inside and outside) [X]
2. Cold, Temperature changes [X]
3. Heat, Temperature changes [X]
4. Wet, Humid [ ]
5. Noise, Vibration. Saws, Cement Mixer, Hammering [X]
6. Hazards (Mechanical, Electrical, Burns) [X]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [X]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. M - 2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Makes all repairs on all electrical installations and equipment at any of company locations. Installselectric service to any new equipment being added.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D. T. McGregor, Dir.Rehab.Services

Electrical

D.O.T. TITLE: Repairman CODE: 4-97.420

FIRM TITLE: Electrician CODE: -

DEPT.: Maintenance SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Must have Journeyman Electrician's card.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [X]
   - (Very Heavy) [ ]
2. Climbing, Balancing [X]
3. Stooping, Kneeling, Crawling, Crouching [X]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [ ]
   (Outside) [ ]
   (Inside and outside) [X]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

Form MESC 2816
(Rev. 5-60)

JOB DESCRIPTION

NO. M - 3

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Tends automatic gas fired high and low pressure steam boilers that supply steam for heating, laundry and dry cleaning. Reads meters and gages which indicate functioning of combustion-control systems, water-feed regulators and other automatic equipment. Manually adjusts steam pressure, fuel-air ratio, dampers and other controls. Sets valves for flow of steam and water. Repairs boilers and equipment with hand tools such as pipe wrench, pliers and screwdrivers.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Works in well-lighted boiler room. Is subjected to heat radiated from boilers.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Boiler Operator CODE: 5-72.930

FIRM TITLE: Boiler Operator CODE: -

DEPT.: Maintenance SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must have high and low pressure boiler operator's licenses from City of Detroit.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [X]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [X]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes...(See Comments) [X]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. M - 4

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Maintains plumbing in establishment. Assembles, installs, and maintains appliances, machines and equipment as steam presser, washing machine, steam iron, drinking fountain, sink. Installs and maintains water and waste disposal systems. Maintains and services major systems as sprinkling system and steam heating system which have been installed by outside contractors (with licensed plumbers). Cuts, measures, reams, and threads pipe. Builds display and service racks of pipe for establishment.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

Maintenance

D.O.T. TITLE: Plumber CODE: 5-30.210

FIRM TITLE: Plumber CODE: -

DEPT.: Maintenance SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Eighth Grade Education.
One year experience required as maintenance plumber.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [ ]
   - Very (Heavy) Carry 50# [X]
   - (Very Heavy) [ ]
2. Climbing, Balancing [X]
3. Stooping, Kneeling, Crawling, Crouching [X]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [ ]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [X]
5. Noise, Vibration [X]
6. Hazards (Mechanical, Electrical, Burns) [X]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [X]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. M - 5

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Has responsibility for janitorial employees. Is charged with responsibility for general cleanliness and order throughout main building. Assists in setting up for entertaining of groups visiting the building. Sees that sidewalks around the building are clean and free of snow, ice, debris.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT. State Office

VERIFIED BY: D. T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Porter, Head CODE: 2-86.10

FIRM TITLE: Maint. Supervisor CODE: -

DEPT.: Maintenance SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Education not as important as previous custodial experience and ability to direct others

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[x]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[x]
3. Stooping, Kneeling, Crawling, Crouching		[x]
4. Reaching, Handling, Fingering, Feeling		[x]
5. Talking, Hearing		[x]
6. Seeing, Depth perception, Color vision		[x]

WORKING CONDITIONS

1.	(Inside)	[ ]
	(Outside)	[ ]
	(Inside and outside)	[x]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[x]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. M - 6

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Sweeps, mops and waxes floors. Dusts and polishes furniture. Cares for washroom facilities. Washes windows. Cleans dining room facilities. Washes dishes. Cleans kitchen.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Janitor CODE: 2-84.10

FIRM TITLE: Janitor CODE: -

DEPT.: Maintenance SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Will be trained on the job.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[x]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[x]
3. Stooping, Kneeling, Crawling, Crouching		[x]
4. Reaching, Handling, Fingering, Feeling		[x]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[x]

WORKING CONDITIONS

1.	(Inside)	[ ]
	(Outside)	[ ]
	(Inside and outside)	[x]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[x]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. M - 7

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

D.O.T. TITLE: Elevator Operator Freight CODE: 2-95.30

FIRM TITLE: Freight Elevator Operator CODE: -

DEPT.: Maint. SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 8:00 - 4:30

UNION: None

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates hand-controlled 1½ ton capacity freight elevator with front and rear hand-operated gate, in 4-story building. Delivers incoming goods in wheeled carts to departments or as directed by dock program. Carries small packages. Must know location of all departments. Observes weight of loads to prevent overloading elevator. Prevents accumulation of trash in elevator pit. Reports malfunctions of elevator to supervisor.

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Able to follow directions.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Pushes carts weighing up to 1000 lbs. Stands 100%. Could sit on stool.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) (See Comments) [X]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [X]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. TR-2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Drives, loads and unloads truck and does customer contact. Receives delivery and pick-up instructions from dispatcher. Drives truck to scheduled points. Moves articles manually or with hand truck. Loads and packs to prevent article being damaged and makes effective use of space. Greets customers in friendly manner and answers questions and explains company services. Keeps records of quantity and type of article. Gives daily record to dispatcher. May also supervise helper.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

Driving test given.

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Truck Driver, Lig CODE: 7-36.260

FIRM TITLE: Truck Driver CODE: -

DEPT.: Trucking SEX: M AGE: 18 - 45

RATE OF PAY:

HOURS OF WORK: 40 Hour Week

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: 11th grade
1 month light truck driving.
Knowledge of equipment.

Preferred: Driver salesmen with truck driver experience in 16' van.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) 70 lbs. [X]
   - (Very Heavy) [ ]
2. Climbing, Balancing [X]
3. Stooping, Kneeling, Crawling, Crouching [X]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [ ]
   (Outside) [ ]
   (Inside and outside) [X]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) Handling Furn. [X]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

Form MESC 2516
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JOB DESCRIPTION

NO. TR-2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Drives, loads and unloads truck and does customer contact. Receives delivery and pick-up instructions from dispatcher. Drives truck to scheduled points. Moves articles manually or with hand truck. Loads and packs to prevent article being damaged and makes effective use of space. Greets customers in friendly manner and answers questions and explains company services. Keeps records of quantity and type of article. Gives daily record to dispatcher. May also supervise helper.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:
Driving test given.

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Truck Driver, Light CODE: 7-36.260

FIRM TITLE: Truck Driver CODE: -

DEPT.: Trucking SEX: M AGE: 18 - 45

RATE OF PAY:

HOURS OF WORK: 40 Hour Week

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: 11th grade
1 month light truck driving.
Knowledge of equipment.

Preferred: Driver salesmen with truck driver experience in 16' van.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) 70 lbs. [X]
   - (Very Heavy) [ ]
2. Climbing, Balancing [X]
3. Stooping, Kneeling, Crawling, Crouching [X]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [ ]
   (Outside) [ ]
   (Inside and outside) [X]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) Handling Furn. [X]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. TR-4

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Services leased trucks for operation daily. Adds gasoline and oil needed; keeps record of amount used. Changes tires. Makes minor repairs. Determines nature of major repairs needed. Drives trucks to and from Lessor's garage for repairs and lubrication - keeps record of lubrication.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Lifts truck tires weighing up to 100 lbs. Works alone without direct supervision, following written instructions from transportation supt. Must be able to lift. Must be able to see.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Auto Mechanic Helper CODE: 7-81.010

FIRM TITLE: Night Mechanic and Gas Man CODE: -

DEPT.: Transportation SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE: (Minimum and preferred requirements)

Minimum: Chauffeur's License.
Must be able to estimate need for major repairs to trucks.
Need not be skilled mechanic, but some knowledge of truck repair necessary.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)....(See Comments)	[X]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[ ]
	(Outside)	[ ]
	(Inside and outside)	[X]
2. Cold, Temperature changes		[X]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

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JOB DESCRIPTION

NO. PR - 1

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Supervises telephone operators in Pick-Up Office and receptionist in Public Relations Department. Trains operators on a one-way station listening monitor. Adjusts errors and complaints. Acts as a third party on difficult or unusual telephone calls. Completes weekly report on number of calls accepted by each operator. Attends meetings with Transportation Office Personnel to insure smoothness of operation. Issues written and verbal instructions. Maintains harmony among workers. Sorts incoming call cards into route groups.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Must have physical ability to move to various departments and a good telephone voice.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Telephone Operator CODE: 1-42.32

FIRM TITLE: Telephone Office Supervisor CODE:

DEPT.: Public Rel. SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours - Vary

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: High school graduate. Must be a proficient telephone operator. Must determine work procedures, and be able to maintain harmony among workers. Must have geographical knowledge of Greater Detroit.

Preferred: Previous experience in Transportation Dispatch Office.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [X]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. PR - 2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Receives visitors and directs them to the proper person in the office or plant. Takes telephoned requests for pick-ups of usable discards. Handles paging on the intercom to locate personnel who cannot be found in their own department. Logs departure and return to the building of key personnel. Assists with simple typing and filing.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Must be able to sit and work in a small enclosed area for long periods.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Receptionist I CODE: 1-18.43

FIRM TITLE: Receptionist CODE: -

DEPT.: Public Rel. SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: 10th Grade. Pleasant personality. Some typing skill. Ability to meet public and carry on conversation.

Preferred: High school graduate.

PHYSICAL DEMANDS

1. Strength	(Sedentary) (See Comments)	[x]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[x]
5. Talking, Hearing		[x]
6. Seeing, Depth perception, Color vision		[ ]

WORKING CONDITIONS

1.	(Inside)	[x]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

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JOB DESCRIPTION

NO. PR - 3

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates 2-position cord-type telephone switchboard. Makes connections by plugging jacks into holes on switchboard. Pages persons called, using public address system. Records long distance calls. Keeps count of incoming reverse charges, interzone calls. Records pick-up when pick-up operator is off duty. Connects night lines.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Clear speaking voice necessary. Good hearing. Even temperament necessary. Must be able to manipulate cords and keys of switchboard.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

Telephone

D.O.T. TITLE: Operator II CODE: 1-42.32

FIRM TITLE: PBX Opr. CODE: -

DEPT.: Public Rel. SEX: F AGE: Open

RATE OF PAY:

HOURS OF WORK: 7:30 - 4:00 - 8:30 - 5:00 and alternate Saturdays

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Sufficient experience to operate board. Must have basic switchboard experience.

Preferred: Michigan Bell trained

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [x]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [x]
5. Talking, Hearing [x]
6. Seeing, Depth perception, Color vision [x]

WORKING CONDITIONS

1. (Inside) [x]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. PR - 4

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Receives telephone calls requesting pick-up of household discards. Writes pickup information as name, address, telephone number on route card. Files route card alphabetically. Fills out route cards from postal cards received requesting pickup of discards.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Minimum:

Must have clear enunciation and be able to converse over telephone. Must be able to read standard newsprint and write legibly in English.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D. T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Information Clerk CODE: 1-18.42

FIRM TITLE: Telephone Pickup Operator CODE: -

DEPT.: Public Rel. SEX: M & F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Be able to follow instructions. Pleasant personality.

Preferred: Some knowledge of major city streets and ability to read suburban map.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[X]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[ ]
5. Talking, Hearing (See Comments)		[X]
6. Seeing, Depth perception, Color vision		[ ]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

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JOB DESCRIPTION

NO. S - 1

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Sells women's and girls' clothing in Ready-To-Wear Department. Assists customers in making selections. Takes clothing from racks. Bags or wraps chosen articles. Marks price on package. Gives package to customer. Receives pre-priced merchandise from pricing department and places it on shelves, racks, or stands. Cares for stock on sales floor. Takes periodic inventory of stock.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Required to stand long periods at a time. Clear, well-lighted, well-ventilated working area.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Salesperson Women's Garments CODE: 1-75.06

FIRM TITLE: Clothing - Saleswomen CODE: -

DEPT.: Sales SEX: F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must accept responsibility for good in the department. (Responsible person) Ability to read, write, add and subtract.
Must take written and oral instructions. No experience required.
Pleasant personality.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light) (See Comments)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

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JOB DESCRIPTION

NO. S - 2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Displays, explains, and sells furniture and bedding to customers in retail store. Arranges for eye appeal. Advises customers regarding designs, period styles, and type of wood. Writes sales slip, delivery slip, and receives payment or arranges credit.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Able to stand for long periods of time. Informal on-the-job training in selling procedures, types of wood and furniture displaying is given.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Salesperson Furniture CODE: 1-75.44

FIRM TITLE: Salesperson Furniture CODE: -

DEPT.: Sales SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours per week

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Ability to speak good English, understand people's needs, add and subtract.
Pleasant personality.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light) (See Comments)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[ ]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

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JOB DESCRIPTION

NO. S - 3

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates cash register in retail store. Receives itemized bills from customers showing amounts due. Accepts payments and makes change.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Works in clean, well-lighted, ventilated store. Sits behind cash register in elevated cubicle or at check-out counter.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Store Cashier CODE: 1-01.53

FIRM TITLE: Store Cashier CODE: -

DEPT.: Sales SEX: F/M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours - Vary

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must be able to read numbers that indicate cost of article; do arithmetic problems as adding and subtracting; able to grasp change either with fingers or appliances. Pleasant personality. Previous sales experience.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

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JOB DESCRIPTION

NO. S - 4

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Supervises sales and sales personnel in used goods department store. Keeps time records. Trains and supervises sales clerks, cashier and assistant cashiers. Assists sales manager in pricing merchandise. Keeps sales and credit records. Orders merchandise from warehouse. Determines nature and location of displays. Takes inventories, submits sales and personnel reports to general sales manager.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Must be able to circulate on store-room floor, remove and replace clothing on racks, write, file and carry on conversation.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

Manager, Retail

D.O.T. TITLE: General Mdse. CODE: 0-72.51

FIRM TITLE: Store Manager CODE: -

DEPT.: Sales SEX: M/G AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Ability to meet and deal tactfully with public. Working knowledge of figures and record keeping. Some knowledge of clothing. Must be responsible and able to give clear, direct orders to employees.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)....(See Comments)	[x]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[x]
5. Talking, Hearing		[x]
6. Seeing, Depth perception, Color vision		[x]

WORKING CONDITIONS

1.	(Inside)	[x]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

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JOB DESCRIPTION

NO. S - 5

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Act as general office clerk in office of sales manager. Make telephone contacts daily with stores to get daily operating information. Handle incoming and outgoing calls in sales office. Make daily and weekly summary reports of store activities. Type letters, etc., as required. File information and reports as required.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

Clerk

D.O.T. TITLE: General Office CODE: 1-05.01

FIRM TITLE: Clerk CODE: -

DEPT.: Sales Office SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

High school education.
Typing - limited.
Filing.
Simple mathematics.
Good telephone voice and manner.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. 0 - 1

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

General Bookkeeping limited to form preparation and write up. Posting of accounts payable and receivable. Preparation of data for journal posting. Operates Burroughs Sensimatic. Assists in computation and writing of payroll.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT. State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

Bookkeeping Machine

D.O.T. TITLE: Operator II CODE: 1-02.02

FIRM TITLE: Bookkeeper CODE: -

DEPT.: Office SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimun: High school education

Preferred: 1 year business college or equivalent.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. 0 - 2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Checks and records incoming invoices, account distribution and general ledger posting. Operates Burroughs Sensimatic for posting of income and expense journals, as well as general ledger.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Junior Accountant CODE: 0-01.20

FIRM TITLE: Junior Accountant CODE: -

DEPT.: Office SEX: F/M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Mininum: High school education.

Preferred: Two Years: Business College or equivalent.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [X]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1.
   - (Inside) [X]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. 0 - 3

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Checks time cards daily and extends hours on card. Contacts supervisors to clear up errors or discrepancies on time cards. Checks with supervisors that attendance as shown on cards is correct. Acts as time recorder as required for individual job and department studies. Records information up to, but not including point of summary.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Timekeeper CODE: 1-26.03

FIRM TITLE: Timekeeper CODE: -

DEPT.: Office SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: High school education or equivalent
Ability in simple mathematics.

Preferred: Ability to understand and analyze time studies.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[x]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[x]
5. Talking, Hearing		[x]
6. Seeing, Depth perception, Color vision		[x]

WORKING CONDITIONS

1.	(Inside)	[x]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

Form WESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. 0 - 4

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit, Michigan

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Types invoices, purchase orders, financial statements, income tax acknowledgments, letters, and printer's formats from rough drafts. Operates Photocopy equipment. Operates Pitney-Bowes machine to seal-stamp outgoing mail. Uses electric typewriters. Occasionally operates mimeograph. Does some filing.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Does most work sitting down. Would be helpful to have use of both hands for typing.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D. T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Clerk Typist CODE: 1-37.34

FIRM TITLE: Typist CODE: -

DEPT.: Office SEX: F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: High school graduate.
Must have typing ability 50 W.P.M.
Must be able to read, write, spell and punctuate effectively.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) (See Comments) [x]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [x]
5. Talking, Hearing [x]
6. Seeing, Depth perception, Color vision [x]

WORKING CONDITIONS

1. (Inside) [x]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

Form MESC 2816
(Rev. 5-60)

JOB DESCRIPTION

NO. 0 - 5

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

In charge of Stock Room and purchasing of merchandise up to $100.00 per item without OK of Supervisor of Accounting. Orders plant supplies and handles Receiving. Organizes incoming material and maintains Perpetual Inventory Records. Attends to supply requisitions with aid of one assistant.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Stock Foreman CODE: 1-38.01

FIRM TITLE: Supvr. Stock Room CODE: -

DEPT.: Office SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: High school education.
Two years' stock room experience or equivalent.

Preferred: Some purchasing - write up and bookkeeping experience.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [X]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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(Rev. 5-60)

JOB DESCRIPTION

NO. 0 - 6

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Issues stock to fill supply requests from departments throughout the plant. Makes up orders for delivery to departments outside of plant. Handles incoming stock for distribution to bin areas. Records incoming and outgoing items to perpetual inventory. Computes cost extensions from pre-listed amounts. Generally acts as assistant to stock room supervisor.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Stock Clerk CODE: 1-38.01

FIRM TITLE: Stock Room Attend. CODE: -

DEPT.: Office SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Tenth Grade education.
Ability in simple mathematics.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[X]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[X]
3. Stooping, Kneeling, Crawling, Crouching		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

	(Inside)	[X]
1.	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[X]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

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(Rev. 5-60)

JOB DESCRIPTION

NO. 0 - 7

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Maintains records of daily cash transactions. Receives cash receipts from sales depts. Counts incoming monies by hand. Totals gross sales amounts obtained from departmental sales reports using adding machine. Checks gross sales amounts with cash receipts to determine balance. Enters data in journal. Sorts currency by denominations and wraps into specified amounts with paper bands. Counts coins and places in small envelopes. Writes up bank deposit slip. Inserts monies and deposit slip into large envelope for pick-up by messenger service. Posts employee purchases in journal. Records employee authorized loans. Prepares

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

JOB DESCRIPTION (Cont'd.)

statement of employee purchases and loans for payroll clerk.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Cashier CODE: 1-01.52

FIRM TITLE: Cashier CODE: -

DEPT.: Office SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: High school graduate.

Preferred: Minimum - plus experience and/or previous training.

Comments: Works in small office with three other employees and a supervisor. Work mostly performed at one desk. Operates adding machine. Makes entries in journal, counts money and completes forms, requiring use of hands. Must have good vision to read figures.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[x]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling (See Comments)		[x]
5. Talking, Hearing		[x]
6. Seeing, Depth perception, Color vision		[x]

WORKING CONDITIONS

1.	(Inside)	[x]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

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JOB DESCRIPTION

NO. 0 - 8

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Calculates hours on time cards. Operates Burroughs Sensimatic Bookkeeping Machine (Keyboard). Figures deductions from schedules. Operates Addressograph Machine (names on checks). Operates Check Writing Machine (amount & signatures). Balances payroll, distributes checks.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Uses both hands. Eyesight is important because work is relatively close. Almost all work is performed while sitting. Work area is relatively quiet.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Payroll Clerk CODE: 1-26.02

FIRM TITLE: Payroll Clerk CODE: -

DEPT.: Office SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: High school education.

Preferred: One to two years' business college
Must type 20 W.P.M.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[X]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

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JOB DESCRIPTION

NO. 0 - 9

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Checks daily sales reports as received from stores. Balances sales tickets to recorded cash received. Checks sales distribution to eight sales categories and makes adjustments and corrections as required. Computes sales tax included in gross. Makes distribution to a pre-printed form of all sources of cash income from individual stores. Posts to daily cash summaries.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Audit Clerk CODE: 1-01.32

FIRM TITLE: Clerk - Sales Audit CODE: -

DEPT.: Office SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: High school education or equivalen
Ability in simple mathematics.
Ability to summarize and balance to total.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [X]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1.
   - (Inside) [X]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odcrs, Dust, Poor Ventilation, etc. [ ]

Form MESC 2816
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JOB DESCRIPTION

NO. 0 - 10

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Accumulates pick-up calls from delivery tickets of Trucking Department. Records same as to category by driver listing - effective calls, cancellations, drop boxes, Yoo Hoo's, etc. Summarizes by dates from drivers' listings.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Statistical Clerk CODE: 1-36.01

FIRM TITLE: Recording Clerk CODE: -

DEPT.: Office SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Tenth grade education or equivalent. Ability in simple mathematics.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[X]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

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JOB DESCRIPTION

NO. O - 11

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Files pick-up tickets as received from recording clerk. Runs addressograph and cuts metal addressograph plates.

D.O.T. TITLE: File Clerk I CODE: 1-17.01

FIRM TITLE: Filing Clerk CODE: -

DEPT.: Office SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Eighth grade education.
Ability to follow detailed instructions.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [X]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. F - 1

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Sands surface areas of furniture not completely cleaned in paint removal bath with sandpaper or with electric or air operated sander to prepare wood surface for paint spraying. Lifts furniture manually onto work bench. Inspects surfaces for paint not removed in bath. Removes paint using sander or sandpaper with grit course enough to easily remove paint without scratching wood. Finish sands all rough surfaces to be refinished.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Work entails constant use of hands in sanding and handling furniture. Lifts up to 25 lbs. approx. 30" to table top. (Help available for anything heavier). Visual and tactual inspection of work. Dusty.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Sander CODE: 9-16.94

FIRM TITLE: Sander CODE:

DEPT.: Furniture SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must be willing to follow directions

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium) ... See Comments	[X]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[X]
6. Hazards (Mechanical, Electrical, Burns)		[X]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[X]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. F - 2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Patches cracks and nicks with plastic filler using putty knife. Feels and visually inspects surfaces to insure readiness for staining. Selects stain according to sample or instructions. Mixes stains not already prepared to match off-shade colors. Applies covering stain with brush. Removes excess stain with absorbent cloth to effect uniform drying pattern. Stains surfaces of previously stripped wood furniture. Sets finished piece in designated area to be spray painted.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Stands most of the time.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Refinisher CODE: 7-16.710

FIRM TITLE: Refinisher CODE:

DEPT.: Furniture SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

No specific educational training or experience requirements. Willing to follow directions.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium) (See comments)	[X]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

M

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. F - 3

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Repairs and reassembles chairs, tables, beds, cabinets and similar wooden furniture using power and hand tools. Strips off old upholstery using ripper and completely disassembles piece. Sands off old glue using electric hand sander or sandpaper, applies glue to joints with brush and reassembles, putting on clamps for drying. Uses belt and disc sander, radial, band and rip saws, planes and shaper to sand, cut and shape new parts from stock. Operates wood turning lathe to turn replacement parts, pedestal grinder to sharpen tools, drill press to bore holes,
(see over)

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

JOB DESCRIPTION (Cont'd.)

jointer planer to smooth edges.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Cabinetmaker Maintenance CODE: 4-32.00

FIRM TITLE: Furn. Repairman CODE: -

DEPT.: Furniture SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Experience is not necessary. Training is all done on the job. Person moves from one job to another until all jobs in the department are learned. No specific educational requirements.

Preferred: Some woodworking knowledge.

Comments: Learns to use Power Tools (*)

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium) lifts 20-40 lbs.	[X]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

	(Inside)	[ ]
1.	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)	(*)	[X]
7. Fumes, Odors, Dust, Poor Ventilation, etc.	Sawdust.	[X]

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(Rev. 5-60)

JOB DESCRIPTION

NO. F - 4

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operate spray painting equipment skillfully so that furniture has professionally finished appearance when completed. Applies two or more coats as required to obtain proper finish. Must be able to judge how many coats are necessary. Does between-coat-sanding whenever necessary. Moves furniture from spray booth to drying room. Must clean and care for equipment and mix finish materials as required.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Should wear face shield.
Must stand all of the time.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Spray Finisher CODE: 7-16.210

FIRM TITLE: Spray Painter CODE: -

DEPT.: Custom Furn. SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Be able to follow instructions.
Be able to discern color and consistency of paint materials.
Previous paint spray experience.
Height of 5 feet or greater.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[X]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[X]
3. Stooping, Kneeling, Crawling, Crouching		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[X]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. F - 5

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Rebuilds overstuffed furniture by repairing frame and reupholstering. Removes covering from seat, arms, backs and sides using tack puller. Checks frame for looseness or broken parts. Tightens or replaces webbing; reties springs; tacks and ties burlap over springs and places cotton felt or other padding over burlap using such hand tools as magnetic tack hammer, screwdriver, webb stretcher, tack lifter. Measures frame to determine size of upholstery material required. Lays out pattern on fabric with chalk and cuts material with scissors. Tacks and sews material to

(see over)

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

JOB DESCRIPTION (Cont'd.)

frame. Uses sewing machine, cushion stuffer, button machine, needles and powered staple gun. Occasionally touches up wood finish.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Furn. Repairman CODE: 4-35.710

FIRM TITLE: Upholsterer CODE: -

DEPT.: Furniture SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must be able to read English.
Understand oral instructions.
Know how to use rules for measur

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) 75 lbs. [x]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [x]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [x]

WORKING CONDITIONS

1. (Inside) [x]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. F - 6

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Handweaves cane or rush chair seats, backs & sides or installs prewoven panels: weaves cane or rush furniture panels according to set procedure. Counts holes to locate centers and marks them with pegs. Hand weaves panel according to set procedure using pegs or spring clamps. Fastens border strip over holes or groove in frame with cane strip or nails. Shears scrap ends of cane strips. Installs prewoven cane panels in furniture, using glue, wedges, chisels & mallet.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

May be blind.
This is a trainee position that would probably take 6 months.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

Hand 1

D.O.T. TITLE: Chair Caner CODE: 6-36.815

FIRM TITLE: Chair Caner CODE:

DEPT.: Furniture SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours per week

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must be able to count to 260 and divide numbers up to 260 by two to find center of job; must use both hands to perform work.

(See Comments)

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [X]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [ ]

WORKING CONDITIONS

1.
   - (Inside) [X]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. AC-1

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Supervises and assists workers in routing of materials from docks or platforms. Routes materials to departments within the plant. Directs movement of materials and use of hand trucks, dollies, and gasoline-powered lift truck. Trains new workers in material handling. Supervises cleaning of dock area.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Moves objects of considerable weight using dolly, hand truck, and other aids.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Platform Foreman CODE: 5-95.020

FIRM TITLE: Dock Foreman CODE: -

DEPT.: Salvage SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must operate gasoline-powered lift truck.
Must have background knowledge of materials and material handling, and must train others.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[x]
	(Very Heavy) See Comments	[x]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[x]
4. Reaching, Handling, Fingering, Feeling		[x]
5. Talking, Hearing		[x]
6. Seeing, Depth perception, Color vision		[x]

WORKING CONDITIONS

1.	(Inside)	[ ]
	(Outside)	[ ]
	(Inside and outside)	[x]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[x]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[x]

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JOB DESCRIPTION

NO. AC-2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Unloads trucks in dock area. Makes general distribution of articles according to certain classifications to their respective storage areas.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Laborer, Stores CODE: 9-88.40

FIRM TITLE: Unloader CODE: -

DEPT.: Acquisition SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Will be trained on the job.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [X]
   - (Very Heavy) [ ]
2. Climbing, Balancing [X]
3. Stooping, Kneeling, Crawling, Crouching [X]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [ ]
   (Outside) [ ]
   (Inside and outside) [X]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [X]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. AC - 3

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Separates incoming materials into respective categories. Places textiles on conveyor belt which transports material to 4th floor; other items are placed in appropriate containers according to classification.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Assembler (Clean,Dye,Press) CODE: 9-57.11

FIRM TITLE: Sorter CODE: -

DEPT.: Sorting I SEX: AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Will be trained on the job.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [x]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [x]
4. Reaching, Handling, Fingering, Feeling [x]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [x]

WORKING CONDITIONS

1. (Inside) [x]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [x]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. AC-4

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Sorts magazines, books and stationery by grades of paper. Separates salable items. Fills orders from company retail outlets. Moves hand trucks around department, lifts boxes weighing up to 50 pounds. Cleans work areas. Oils and repairs hand trucks. Uses inter-department telephone for messages.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Lifts boxes weighing up to 50 pounds. Must be able to stand for long periods. Must be able to recognize different grades of paper visually.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Paper Sorter CODE: 9-89

FIRM TITLE: Paper Sorter CODE: -

DEPT.: Salvage SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must read and write.

Preferred: Sufficient literary background and interest to recognize salable books and magazines.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)....(See Comments)	[X]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

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JOB DESCRIPTION

NO. AC-5

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates baling machine to bale paper and cloth. Sorts paper according to grade. Fills bin of machine to specified height according to type of material. Closes gate and releases hydraulic ram to compress material. Positions wire around bale and twists ends to fasten. Releases ram, opens gate and tips bale onto hand truck. Wheels bale onto scales, selects specified card and inserts into scales that automatically records weight. Attaches card to bale. Takes bale to storage area.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Must pass rigid physical exam.
Height: 5'8" to 6'4"
Weight: 180 to 250 lbs.
No physical defects.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Baling Machine Operator CODE: 9-68.30

FIRM TITLE: Baling Machine Operator CODE: -

DEPT.: Salvage SEX: M AGE: Max. 45

RATE OF PAY:

HOURS OF WORK: 40 Hours (Varies)

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Able to read English.

Preferred: 3-6 months' experience as Baling Machine Operator.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) 100. lbs...(See Comment) [X]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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(Rev. 5-60)

JOB DESCRIPTION

NO. C - 1

(Clean, Dye & Press)

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

D.O.T. TITLE: Assembler CODE: 9-57.11

FIRM TITLE: Sorter CODE: -

DEPT.: Clothing SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Sorts fabric articles by weight and type on conveyor lines. Visually and tactually examines articles for salvageability by checking for rips, tears, stains and fabric strength. Throws unusable articles on separate conveyor belt to salvage department for baling. Sorts heavy-weight items such as suits, overcoats and dresses from light-weight items such as T-shirts, scarves and small rugs and places them on tables on eigher side of belt for further sorting into pre-marked bins. Sorts heavy-weight items such as suits and winter coats and places

(see over)

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must be able to hear and to understand directions. Must continuously inspect clothing visually. Must have sufficient strength in hands and wrists to test fabrics by pulling.

Comments: Supervisor finds it difficult to train mentally retarded persons because they cannot maintain close attention. They eventually learn the job and do satisfactory work, but need lengthy training on each new job.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

May be transferred to Pricer, Bin Goods or Pricing Machine Operator.

TESTS:

COMMENTS:

JOB DESCRIPTION (Cont'd.)

in pre-marked bins for dry cleaning. Places light-weight items in chutes for pricing.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. C - 2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates Pin Ticket Machine to print and pin price tags on fabric goods. Sets up machine by inserting and locking price dies with spring clips. Loads machine magazine with rolls of tags and straight pins. Pulls stock from bins, inserts article over pinning post, and pushes actuating plate to start automatic printing and pinning operation of machine. Puts priced items in cart and wheels filled cart to sorting area.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

No dust allergies (*)

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir. Rehab. Services

Pin Ticket Machine

D.O.T. TITLE: Operator CODE: 7-68.224

FIRM TITLE: Pricer CODE: -

DEPT.: Clothing SEX: F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

No education, training or experience.
Some mechanical knowledge helpful.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [X]
   - (Light) [X]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [X]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. (*) [X]

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(Rev. 5-60)

JOB DESCRIPTION

NO. C - 3

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Sets up and operates laundry equipment to wash and dry assorted material. Sorts materials by fabric and color. Moves controls to fill washing machine to specified water level and temperature. Measures and adds cleaning and bleaching agents. Sets control to timing cycle for washing and rinsing. Places washed material in extracting machine to remove excess water. Places materials in dryer. Removes dry material and sorts into designated bins and laundry bags for distribution.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Ability to reach, lift and carry objects, move about, bend. Constant use of hands. Must not be affected by wet, humid atmosphere, considerable lifting and carrying. Must have no soap or detergent allergy. (*)

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

Laundry Opr. #64

D.O.T. TITLE: Laundry Man II CODE: 9-57.22

FIRM TITLE: Laundry Operator CODE: -

DEPT.: Clothing SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Equivalent to 8th grade education. Able to understand instructions. Training on job - 2 to 3 months.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[X]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

	(Inside)	[X]
1.	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[X]
4.	Wet, Humid (*)	[X]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[X]
7.	Fumes, Odors, Dust, Poor Ventilation, etc. (*)	[X]

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(Rev. 5-60)

JOB DESCRIPTION

NO. C - 4

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates a dry-cleaning machine, two dryers, and a filtering machine. Puts clothes in dry-cleaning machine and closes door, adds cleaning fluid by opening hand valves. Checks cleaning fluids with a chemical kit, regulates heat, fans and blowers in two dryers. Tends filtering machine by adding solvent to clean filtering screens.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

(*) Must have full use of legs and be able to lift arms to shoulder height. Good color vision.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT. State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Dry Cleaner CODE: 5-57.110

FIRM TITLE: Dry Cleaner CODE: -

DEPT.: Clothing SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Be able to absorb knowledge regarding cleaning processes, fabrics, and colors.

Would receive training if unskilled.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[X]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching....(*)		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision....(*)		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[X]

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(Rev. 5-60)

JOB DESCRIPTION

NO. C - 5

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Make visual inspection of clothing as received from Sorting Department. Must determine whether garments are to go to Dry Cleaning, Steam Pressing or Ironers. Must know current styles, particularly in women's clothes. Out-dated styles to be sent to Salvage. Works closely with Pressed Goods Pricer in determining what type of garments are needed to fill current store orders.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Clothing Inspector CODE: 6-27.138

FIRM TITLE: Inspector - Quality Control CODE: -

DEPT.: Clothing SEX: F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

High school preferred.
Knowledge of styles and fashions essential.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[x]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[x]
5. Talking, Hearing		[x]
6. Seeing, Depth perception, Color vision		[x]

WORKING CONDITIONS

1.	(Inside)	[x]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. C - 6

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

D.O.T. TITLE: Sewing Machine Operator CODE: 6-27.502

FIRM TITLE: Sewing Machine Operator CODE: -

DEPT.: Clothing SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates electric, foot controlled sewing machine to repair wearing apparel. Threads and adjusts tension and stitch to material to be sewed. Takes article from bench and inspects to determine work needed. Positions in machine to resew ripped seams and cuffs. Replaces linings and pockets. Patches with built in darner by working fabric forward and backward over securing plate. Places repaired article in bin. May sew other flat lightweight materials and operate hemmer and stitcher.

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE: (Minimum and preferred requirements)

Ability to do repetitive tasks, follow verbal instructions and remain seated for long periods of time. Knowledge of small machinery helpful.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Positions material in sewing machine and works it forward and backward by hand. Sees rips and areas needing repair. Depresses and releases foot pedal to operate machine. Selects proper color of thread, threads and adjusts machine. (*)

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [X]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision (*) [X]

WORKING CONDITIONS

1. (Inside) [X]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D. T. McGregor, Dir.Rehab.Services

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. C - 7

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates sewing machine making repairs and alterations to men's clothing. Must know adjustment and operation of industrial electric machine. Inspects garments and determines what repairs or alterations are to be made.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Busheler CODE: 4-26.201

FIRM TITLE: Tailor CODE: -

DEPT.: Clothing SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Must be able to follow verbal instructions and remain seated for long periods of time.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [X]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [X]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. C - 8

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates commercial hand steam iron to shape and remove wrinkles from garments. Sets iron temperature for fabric of garment to be ironed. Selects pre-sorted garment from stock pile, places and arranges garment on ironing board. Shapes garment by applying iron from one section of garment to another. Releases steam from iron by depressing button. Places pressed garment on hangers and racks. May operate "Suzie Q" pressing machine.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Some steam ironers will be trained in use of the "Suzie Q" pressing machine. Epileptics would not be considered - possibility of burns.

DATE: June 1, 1963.

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Presser, Hand CODE: 7-57.501

FIRM TITLE: Steam Ironer CODE: -

DEPT.: Clothing SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Must be able to take oral instructions.
Must be able to stand at job.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[x]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[x]

WORKING CONDITIONS

1.	(Inside)	[x]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[x]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

Form MESC 2516
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JOB DESCRIPTION

NO. C - 9

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates steam pressing machine to smooth, crease and shape garments. Spreads part of garment on padded table (buck) of machines. Pulls top half (pressing head) of machine down over buck, locking head in place. Manipulates hand and foot levers to steam garment and exhaust steam. Repeats until all parts of garment are pressed. Also operates upright pressing machine, known as the "Suzie-Q". Places garment over presser, manipulates levers to steam and dry garment. Brushes garments with whisk broom to shape. Removes and hangs garment on coat hanger.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

(*) Must be able to manipulate up to 6 levers and pedals on machine. Hearing is not necessary. Speech is not necessary.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Presser, Machine CODE: 7-57.511

FIRM TITLE: Steam Presser CODE: -

DEPT.: Clothing SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 8:00 - 4:30

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Training on job.
Able to understand instructions.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [x]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling...(*) [x]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [ ]

WORKING CONDITIONS

1. (Inside) [x]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [x]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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(Rev. 5-60)

JOB DESCRIPTION

NO. C - 10

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

D.O.T. TITLE: Pricer (Bin Goods) CODE: 7-68.219

FIRM TITLE: Pricer (Bin Goods) CODE: -

DEPT.: Clothing SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Prices light-weight fabric articles such as T-shirts, scarves, and small rugs. (*)Visually examines articles for laundering need by checking for soilage and stains. Places soiled articles in carts. Estimates price of clean articles on basis of condition and suggested price schedule. (**)Places articles in pre-marked bins for Pricing(Machine Operators.) May specialize in pricing only jackets. Trains new workers in price estimation.

(*) Works from oral instructions or price schedule.
(**) Places articles in bin pre-marked with estimated price for Pricing Machine Operator

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

May be used as sorter or pricing machine operator.

TESTS:

COMMENTS:

Some girls, when ill, can work on pricing machine - but not at pricing, because the reaching, throwing, and moving required of pricers is too vigorous. This information supplied by supervisor. Girls are not moved from sorter to pricer if retarded or lack ability to concentrate.

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must understand oral instructions. Must be able to learn suggested prices of goods and exercise independent judgment in estimating exact price to be charged. Must know at least simple arithmetic.

Preferred: Eighth Grade education. Sorter experience helpful.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [X]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling. See Comments [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. C - 11

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Supervises pricing of pressed clothing. Makes final judgments when questions arise. Works closely with store managers in preparing orders for merchandise. Accepts cash for employee purchases and dry cleaning.

D.O.T. TITLE: Stock Foreman (Clerical) CODE: 1-38.01

FIRM TITLE: Pricing - Supervisor CODE: -

DEPT.: Clothing SEX: F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE: (Minimum and preferred requirements)

High school education.
Previous experience in Goodwill Sales Dept.
Keep abreast of current fashions and competitive prices.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [X]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. C - 12

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Inspects garments for missing buttons, rips, stains. Separates items in need of further servicing. Rolls racks to sewing department and returns repaired garments. Operates Monarch Pin-On Machine to price finished items. Determines prices of garments by checking condition and type of fabric against pre-determined pricing list. Hangs priced item on clothing racks according to type of garment. Fills orders from company retail stores. Completes and routes requisition and invoice forms. Completes inventory charge-out sheet recording date and number of items removed from stock rack. Prices yard goods
(see over)

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

~~SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)~~

JOB DESCRIPTION (Cont'd.)

in same manner considering fabric and condition as with pressed goods.

TESTS:

COMMENTS:

Has to push or pull clothing racks on rollers some 100 feet at times. These racks can weigh up to 150 lbs.

Time on Job

Walks	30%
Stands	50%
Sits	20%

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Marker (ret. tr.) CODE: 1-12-47

FIRM TITLE: Pricer of Pressed Goods CODE: -

DEPT.: Clothing SEX: F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must be able to read and write.

Preferred: Some general knowledge of material quality and manufacturer labels.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy) (See Comments)	[X]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

Form WESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. C - 13

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Performs a variety of duties in factory clothing department. Takes monthly inventory of clothing by type and number in stockroom and types report. Receives and fills out orders from company store outlets. Keeps record of quantity and value of shipments. Compiles records and types monthly report. Keeps record of workmen's time and rate of production. Occasionally, types correspondence for supervisor.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

(*) Clean, well-lighted working areas. Must be able to type. Uses vision to take inventory.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Shop Clerk CODE: 1-05.01

FIRM TITLE: Clothing Dept.-Clk. CODE: -

DEPT.: Clothing SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Must be able to type 20 W.P.M.
Ability to add, subtract, multiply & divide.
Ability to carry out oral & written orders.
Ability to compile & write reports and use adding machine.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[x]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[x]
5. Talking, Hearing		[x]
6. Seeing, Depth perception, Color vision (*)		[x]

WORKING CONDITIONS

1.	(Inside)	[x]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

Form MESC 2616
(Rev. 5-60)

JOB DESCRIPTION

NO. C - 14

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Receives, packages, stores and issues merchandise in stockroom or storeroom. Takes clothes from sorting and pricing bins for packing purposes. Puts pre-sorted clothes in boxes for stocking purposes. Seals boxes with gummed paper and affixes identifying labels on box tops. Fills out labels as to type and use of articles enclosed. Loads boxes on hand carts for transfer to stockroom. Lifts boxes from hand carts to pre-designated bins in stockroom. Arranges merchandise in bins for easy selection according to seasonal demand of articles. Fills orders for merchandise from invoices or oral requests. Transfers ordered
(see over)

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

JOB DESCRIPTION (Cont'd.)

merchandise to truck dock on hand carts. Loads boxes on trucks for shipment to the stores.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Stock Boy CODE: 9-88.40

FIRM TITLE: Stock Room Man' CODE: -

DEPT.: Clothing SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Must be able to read and write.

Comments: Strength is involved in lifting boxes (35 to 40 lbs.) and in pushing hand carts (9 to 16 boxes). Placing boxes in bins of stockroom requires some reaching and climbing

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy) See Comments	[X]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[X]
3. Stooping, Kneeling, Crawling, Crouching		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

	(Inside)	[X]
1.	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[X]

Form MESC 2816
(Rev. 5-60)

JOB DESCRIPTION

NO. C - 15

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Repairs fabrics by reweaving, stoting or reknitting. Cuts matching patch from inconspicuous part of fabric as inside pocket. Unravels edges at patch. Bastes patch to "right" side of fabric over area to be repaired. Pins fabric to cushion mounted on work table. Weaves raveled threads of patch into fabric using reweaving needle. Takes care to match both threads and pattern. Uses swivel-mounted flourescent lamp and magnifying glass in performing work. Stots straight tears in fabrics having nap as camel hair. Sews with silk thread using very small stitches at right angles to the tear. Stitches under side of fabric so thread does not appear on "right" side. (See over)

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

~~SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)~~ JOB DESCRIPTION-Cont'd.

Stitches length of tear 3 times in this manner. Occasionally repairs knitted fabrics by reknitting with knitting hook.

TESTS:

COMMENTS:

Must sit at job. Uses both hands. Work is (*) very close and demands on eyes are great. Can make some individuals very nervous. Work area is adjacent to power sewing operation where noise level does not irritate most operators, but is sufficiently high to cause irritation for a worker doing close work such as reweaving.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Hand Weaver CODE: 4-25.510

FIRM TITLE: Reweaver CODE: -

DEPT.: Clothing SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Must discern colors and patterns, read and write.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [X]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision...(*) [X]

WORKING CONDITIONS

1. (Inside) [X]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [X]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. C - 16

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Repairs, cleans, and dresses dolls for resale. Selects and cleans repairable dolls using soap and water or cleaning fluid, dry cleans wig or head, combs curls or resets hair. Repairs doll by various methods as restringing doll with new elastic cables which support arms, legs, and head using button hook and pliers. Cleans doll clothes using cleaning fluid. Dresses doll. Resets eyes in China doll's head straightens hinge wire, rewaxes lids, builds up eye socket wall with patching plaster, moving eyes up and down continually while plaster dries. Salvages doll parts and clothes. Dry cleans stuffed toys, may replace ribbons and

(see over)

PHYSICAL EXAM: ☐ Yes ☐ No

BY: ☐ Co. Physician ☐ Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

JOB DESCRIPTION (Cont'd.)

music boxes. Occasionally repairs umbrellas, performing such tasks as resewing fabric to tips, replacing tips, repairing or replacing handles using all-purpose cement.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Doll Repairer CODE: 7-13.01

FIRM TITLE: Doll Repairer CODE: -

DEPT.: Clothing-Misc. SEX: F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Clothing should be neat and fit well. Choice and colors should be pleasing. Hair should be fixed carefully and appropriately, reflecting good taste.

Preferred: Minimums plus a hobby, such as painting, sewing, knitting or doll dressin

PHYSICAL DEMANDS

1. Strength	(Sedentary)	☒
	(Light)	☐
	(Medium)	☐
	(Heavy)	☐
	(Very Heavy)	☐
2. Climbing, Balancing		☐
3. Stooping, Kneeling, Crawling, Crouching		☐
4. Reaching, Handling, Fingering, Feeling		☒
5. Talking, Hearing		☐
6. Seeing, Depth perception, Color vision		☒

WORKING CONDITIONS

1.	(Inside)	☒
	(Outside)	☐
	(Inside and outside)	☐
2. Cold, Temperature changes		☐
3. Heat, Temperature changes		☐
4. Wet, Humid		☐
5. Noise, Vibration		☐
6. Hazards (Mechanical, Electrical, Burns)		☐
7. Fumes, Odors, Dust, Poor Ventilation, etc.		☐

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JOB DESCRIPTION

NO. C - 17

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Sorts and prices glassware, silver and brass pieces such as dishes, candelabra and vases for resale. Matches pieces from stock to complete sets. Wraps pieces for shipment to retail stores. Prices items with assistance of supervisor. Instructs other workers in cleaning, polishing and packing of pieces.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Must be able to see clearly at 20" or less to detect flaws. Be able to handle fragile pieces.

(*) Broken Glass

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

Glass

D.O.T. TITLE: Products Inspector CODE: 8-65.01

FIRM TITLE: Sorter & Pricer of Dishes CODE: -

DEPT.: Cloth. Misc. SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Able to follow instructions. (See Comments.)

Preferred: Some experience in pricing antique glassware or speciality glass items

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[X]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns) (*)		[X]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

Form MESC 2516
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JOB DESCRIPTION

NO. C - 18

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Unpacks, washes and rinses pre-sorted glasses and dishes. Washes and rinses article in sink using soap and water. Places article on towel-covered table to dry. Packs articles into baskets for distribution, using newspaper to prevent breakage. Cleans work area.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Bends over sink most of time, walk about area.
Not necessary:
hearing
speech

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Glass Washer Hand CODE: 9-68.50

FIRM TITLE: Glassware Sorter & Washer CODE: -

DEPT.: Cloth. Misc. SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Able to follow directions. (See Comments)

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [X]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1.
   - (Inside) [X]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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(Rev. 5-60)

JOB DESCRIPTION

NO. C - 19

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Operates steam hat blocking and trimming machine. Separates hats to be retained, and discards others. Cleans hats by brushing with cleaner. Brushes stiffener on straw or other hats as necessary. Mounts men's hats on a block by size. Cleans and steam blocks the crown. Removes and places block on correct size hat brim. Inserts band guard to protect band. Cleans and steam blocks rim. Hangs hats to dry. Repairs or replaces hat bands, feathers or flowers. Repairs purses.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Must handle hats and hat blocking equipment. Must lift up to 20 lbs. Can stand or sit. Exposed to cleaning and stiffener fluid odor. Works indoors. Machine foot controlled. Six to eight months on-the-job training is necessary to become proficient.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

D.O.T. TITLE: Hat Blocker CODE: 7-57.710

FIRM TITLE: Hat Blocker CODE: -

DEPT.: Clothing-Misc. SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must be able to read and write. (See Comments.)

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light) (See Comments)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[X]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. SR - 1

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Reheels, resoles or otherwise refinishes shoes. Places shoes on jack & removes worn soles & heels using rip knife, heel pullers & pinchers. Replaces cork or tar felt under soles to smooth surface. Bevels old and new soles using skive or knife & buffs beveled area prior to cementing in half-sole work. Secures new soles to shoes using celluloid or rubber cement under pressure. Applies pressure to unstitchable soles and half-soles on cement press. Trims soles to conform to outline of shoe using leather skive or knife. Operates patching machine to repair
(see over)

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

JOB DESCRIPTION (Cont'd.)
ripped seams, replace tongues & linings. Operates auto-soler machine or uses hammer to nail cemented heels, in place. Replaces insoles, heel pads & eyelets in shoes. Operates stitching machine to stitch soles to welt. Operates finishing machine to trim & sand soles & heels, apply ink & wax to soles & heels to restore shoes to natural finish.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Shoe Repairman CODE: 4-60.100

FIRM TITLE: Shoe Repairman CODE: -

DEPT.: Shoe SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must have knowledge and ability to use hand tools.

Comments: Demands manipulative use of hand tools & materials worked with. Must stand for long periods of time. Some strength is required to pull heels from shoes & use hammer & other hand tools.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)...(see comments)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

	(Inside)	[X]
1.	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[X]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[X]

Form MESC 2516
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JOB DESCRIPTION

NO. HG-1

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

D.O.T. TITLE: Washing Machine Serviceman CODE: 7-83.011

FIRM TITLE: Washing Machine Repairman CODE: -

DEPT.: Hard Goods SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 8:00 A.M. - 4:30 P.M.

UNION: None

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Repairs electric powered washing machines: examines machine to determine cause of malfunction. Replaces defective parts & adjusts parts with hand tools such as screwdrivers, pliers & wrenches. Secures needed replacement parts by dismantling salvage machines. Rebuilds pumps with new kits. Disassembles & rebuilds faulty transmissions & clutches by replacing broken gears & bearings & inserting new gaskets & seals. Rethreads worn parts with taps & dies. Greases & oils machine. Starts machine to check work. Prepares chipped, marred, or rusty surfaces for paint-
(see over)

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Ability to plan own work.
Must be able to determine and repair defects.
General mechanical knowledge and ability to use hand tools.

Comments: Works in clean, well lighted, well ventilated area. Must handle 20-50 lb. parts. Stoops and bends to get at and remove parts. Uses hands to feel for parts. Uses vision to inspect for causes of leaks & malfunctioning.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

JOB DESCRIPTION (Cont'd.)

ing by machine & hand sanding. Masks off areas to be painted. Pushes repaired machine to paint department.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)....(See Comments)	[X]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

	(Inside)	[X]
1.	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[X]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

Form MESC 2616
(Rev. 5-60)

JOB DESCRIPTION

NO. HG - 2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Repairs and cleans gas stoves for resale. Examines stove to determine reason for faulty operation. Tests pipe connections, oven temperature and burner adjustments. Disassembles such components as panels, burners and valves using hand tools such as wrenches, pliers, screwdriver, hacksaw. Cleans parts by immersing in cleaning solution according to type of metal or wipes off the parts with solution and rinses with water. Scrapes, wire brushes or buffs parts. Replaces defective parts with salvaged parts and reassembles stove. Adjusts oven control and burners. Touches up

(see over)

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

JOB DESCRIPTION (Cont'd.)

porcelain and enamel with brush or with pressure can spray.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Gas Stove Serviceman CODE: 5-83.033

FIRM TITLE: Gas Stove Repairman CODE: -

DEPT.: Hard Goods SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: 8th grade education.
Knowledge of hand tools.

Comments: Three months on-the-job training required.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[x]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[x]
4. Reaching, Handling, Fingering, Feeling		[x]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[x]

WORKING CONDITIONS

1.	(Inside)	[x]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[x]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. HG-3

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Repairs bicycles, wagons, buggies and scooters with hand tools and acetylene torch. Examines article and determines parts to be scrapped, salvaged or repaired. Replaces scrap wheels, sprockets, handle bars and chains with salvaged parts, using hand tools and wrenches, drill, pliers, and screwdrivers. Rebuilds coaster brakes, wheel assemblies, chains and spoked wheels. Operates acetylene torch to braze cracked and worn parts. Adjusts reels and rollers of power and hand lawn mowers. Oils or greases moving parts.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Works in well-lighted area in standing position at bench-limited walking required in work area to secure parts and tools.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Bicycle Repairman CODE: 5-83.881

FIRM TITLE: Bicycle & Wheel Toy Repairman CODE: -

DEPT.: Hard Goods SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Must be mechanically inclined, as evidenced by previous shop experience, a home work bench and hand tools, or repairing own car.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) (See Comments) [x]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [x]
4. Reaching, Handling, Fingering, Feeling [x]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [x]

WORKING CONDITIONS

1.
   - (Inside) [x]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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(Rev. 5-60)

JOB DESCRIPTION

NO. HG-4

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Sprays wood and metal articles in spray booth with lacquer, varnish, or enamel finish using spray gun. Mixes thinners with base to gain desired consistency. Adjusts air pressure and gun nozzle to regulate spray. Dusts off items and places on hooks or revolving platform. Manipulates spray gun to cover item with even coat of correct thickness. Maintains and cleans spraying equipment and work area.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Must have vision to see clearly at 20 feet. Have depth perception. Have accommodation or the ability to bring an object into sharp focus. Have complete color vision. Be able to tolerate lacquer, enamel and varnish fumes. Be able to grasp and manipulate a spray gun. Be able to climb a ladder. Be able to lift 50 lbs.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Spray Finisher CODE: 7-16.210

FIRM TITLE: Spray Painter CODE: -

DEPT.: H.Goods/Furn. SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Be able to follow instructions.
Previous spray painting experience.

Preferred: Height of 5 ft. or more.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[X]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[X]
3. Stooping, Kneeling, Crawling, Crouching		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision. See Comment		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[X]

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JOB DESCRIPTION

NO. HG-5

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Repairs small electrical appliances, such as toasters, irons, fans, electric razors & lamps. Examines appliance to determine defect. Dismantles appliance & replaces defective parts with new or salvaged parts & assembles. Tests article with a circuit tester. Cleans appliance & records work which has been done. Works at bench with such hand tools as screwdrivers, pliers, soldering iron & hammer.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Must be able to work with small parts & manipulate hand tools.
6 months' training - classroom & on the job.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab. Services

D.O.T. TITLE: Electrical Appliance Repairman CODE: 7-83.058

FIRM TITLE: Small Electrical Appliance Repairman CODE: -

DEPT.: Electrical SEX: F/M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours Per Week

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Knowledge of and ability to work with hand tools.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling	See Comment	[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

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(Rev. 5-60)

JOB DESCRIPTION

NO. HG-6

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Repairs radios, TV and tape recorders with hand tools and testing instruments. Diagnoses problem using diagrams, charts and test instruments, such as capacitor checker, signal generator and tube tester. Repairs or replaces defective parts with such hand tools as soldering iron, screwdrivers and pliers. Scraps or repairs article depending on estimated cost of repairs. Retests and adjusts repaired unit.

PHYSICAL EXAM: [x] Yes [ ] No

BY: [x] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

Supervisor, Electrical Repair

TESTS:

COMMENTS:

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

Television Service

D.O.T. TITLE: Repairman CODE: 5-83.416

FIRM TITLE: TV-Radio Repairman CODE: -

DEPT.: Electrical Repair SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours Per Week

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Knowledge and ability to use hand tools.

Preferred: Some experience in radio and TV repair

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) Up to 50 lbs. [x]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [x]
4. Reaching, Handling, Fingering, Feeling [x]
5. Talking, Hearing [x]
6. Seeing, Depth perception, Color vision [x]

WORKING CONDITIONS

1. (Inside) [x]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [x]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. HG-7

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit 2, Mich.

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

D.O.T. TITLE: Office Machine Serviceman CODE: 5-83.111

FIRM TITLE: Typewriter Repairman CODE: -

DEPT.: Electrical SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Inspects, adjusts, repairs and cleans such office machines as typewriters, adding machines and calculators. Removes rubber part and immerses machine in degreasing solution and fuel oil and wipes dry with hand cloth. Removes salvageable parts from scrapped machine. Blows off excess oil with air hose. Diagnoses machine defect by examining moving parts and starting machine to detect any unusual sounds. Adjusts gears, guides, collars, pinions and other parts with wrenches, pliers and screwdrivers. Disassembles machine to replace defective part using hand

(see over)

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum: Typewriter Repair Training required.

Comments: There is no training program at this time. Man on the job had fifteen months' training.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

JOB DESCRIPTION (Cont'd.)

tools. Reassembles and tries out machine.

DATE: June 1, 1963

PREPARED BY: L. Clarkson, PMT, State Office

VERIFIED BY: D.T. McGregor, Dir.Rehab.Services

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium) 25 Lbs.	[X]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[X]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

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JOB DESCRIPTION

NO. Contract - 1

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit, Michigan 48202

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Ball screw assembly.
15 ball bearings placed in each of two holes (bearing 1/64" in diameter).
Preformed plastic plug inserted over which is placed a metal snap ring.
Wedged pin placed in one end of shaft.
Quality control level far above average.

D.O.T. TITLE: Assembler-Jewelry CODE: 6-72.312

FIRM TITLE: Precision Assembly CODE:

DEPT.: Contract SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

10th grade minimum education.
On-the-job training.
Mechanical assembly experience.
Excellent vision.
Above average mechanical judgment.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

A precision job requiring above average vision, finger dexterity and sense of touch.
Crucial as to quality control.
Use of very small tools.
Jeweler type of operation.

DATE: December 15, 1963

PREPARED BY: C. Jarman, Goodwill Industries

VERIFIED BY: D. McGregor, Dir. Rehab.Services

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [X]
   - (Light) [ ]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [X]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1.
   - (Inside) [X]
   - (Outside) [ ]
   - (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

Form MESC 2516
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JOB DESCRIPTION

NO. Contract - 2

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit, Michigan 48202

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

D.O.T. TITLE: Plastics Cutter-Hand CODE: 8-51.41

FIRM TITLE: Bus Bar Cover Fabrication CODE:

DEPT.: Contract SEX: M/F AGE: Any

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Measure at cut to length from rolls of vinyl plastic strips approximately 6" wide and 2-3 feet in length with manual cutter.
Snaps riveted to vinyl in predetermined position with small mechanical bench press.
Stencil customer's identification with hand stencil.
Pack for shipment.

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Read, write and count.
On-the-job training - see comments.
No experience required.
Mechanical aptitude.
Ability to measure lengths.
Be able to read simple part layout specifications.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Job adaptable to on-the-job training; however, extensive time would be required for an individual not mentally alert.
Must be able to walk distances of 6 to 8 ft.
75% standing.
Vision and finger dexterity important.

DATE: December 15, 1963

PREPARED BY: C. Jarman, Goodwill Industries

VERIFIED BY: D.T. McGregor, Dir. Rehab. Serv.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [ ]
   - (Medium) [X]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [X]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [X]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

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JOB DESCRIPTION

NO. Contract - 3

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit, Michigan 48202

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Insert small paper filter approximately ¼" in diameter into small plastic valve.
Insert small plastic plug over filter.
Weight of unit - 80 pcs. to oz.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Ability to understand and follow instructions.

DATE: December 15, 1963

PREPARED BY: C. Jarman, Goodwill Industries

VERIFIED BY: D.T. McGregor, Dir. Rehab. Sev.

D.O.T. TITLE: Laborer, Special Products CODE: 9-10

FIRM TITLE: Sedentary Bench Assembly CODE:

DEPT.: Contract SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

No education.
No training.
No experience.
Minimum.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[X]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

Form MESC 2516
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JOB DESCRIPTION

NO. Contract - 4

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit, Michigan 48202

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Repair of domestic flat irons.
Dismantles and replaces parts as needed.
Cleans and reassembles.
Checks for thermostat operation, on and off position, steam control and spray control.
Also, checks for shorts.
Surface cleans.

D.O.T. TITLE: Appliance Repairman Elect. CODE: 7-83.058

FIRM TITLE: Iron Repair CODE:

DEPT.: Contract SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Read and write.
Simple addition.
Mechanical adaptability.
Must be able to understand instructions.
Must be able to work under strict quality control.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Ability to learn to test and repair electrical units.

Knowledge and use of small hand tools is very important.

Should score above average on mechanical aptitude tests.

DATE: December 15, 1963

PREPARED BY: C. Jarman, Goodwill Industries

VERIFIED BY: D. McGregor, Dir. Rehab. Services

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[X]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[X]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

Form MESC 2516
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JOB DESCRIPTION

NO. Contract - 5

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit, Michigan 48202

REPORT TO: Mr. McGregor TEL:

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Collating catalogue sheets to proper sequence (from 5 - 12 sheets).
Inserting fly sheets.
Placing assembled group of sheets in ring binder.
Placing completed folder in box.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

General mobility required to the extent of walking up and down or around an eight foot table.

DATE: December 15, 1963

PREPARED BY: C. Jarman, Goodwill Industries

VERIFIED BY: D.T. McGregor, Dir. Rehab. Serv.

D.O.T. TITLE: Gatherer CODE: 8-49.01

FIRM TITLE: Collating CODE:

DEPT.: Contract SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Eighth grade education.
On-the-job training.
No experience required.
Hand and finger dexterity.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

Form MESC 2516
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JOB DESCRIPTION

NO. Contract - 6

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit, Michigan 48202

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Cut to length sheets of plastic to pre-marked specifications.
Count accurately to 100 per box.
Seal box with tape.
Identify box with stencil.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Must be able to follow instructions to the letter.
Must be able to measure to close quality control.
Must be able to operate hand paper cutter.
Must be reasonably mobil.

DATE: December 15, 1963

PREPARED BY: C. Jarman, Goodwill Industries

VERIFIED BY: D. T. McGregor, Dir. Rehab. Serv.

D.O.T. TITLE: Plastic Cutter-Hand CODE: 8-51.41

FIRM TITLE: Plastic-Cut Box and CODE:

DEPT.: Contract SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Read, write, simple addition.
On-the-job training.
No experience required.
Hand and finger dexterity.
Ability to measure and work to specifications.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[X]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2.	Cold, Temperature changes	[ ]
3.	Heat, Temperature changes	[ ]
4.	Wet, Humid	[ ]
5.	Noise, Vibration	[ ]
6.	Hazards (Mechanical, Electrical, Burns)	[ ]
7.	Fumes, Odors, Dust, Poor Ventilation, etc.	[ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. Contract - 7

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit, Michigan 48202

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Interlocking pasteboard box divides.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Standing and mobility.

DATE: December 15, 1963

PREPARED BY: C. Jarman, Goodwill Industries

VERIFIED BY: D. T. McGregor, Dir. Rehab.Serv.

D.O.T. TITLE: Laborer, Packing, Filling Assembly CODE: 9-68

FIRM TITLE: Box Separater CODE:

DEPT.: Contract SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

No education.
On-the-job training.
No experience required.
Hand dexterity.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) ..... [ ]
   - (Light) ..... [X]
   - (Medium) ..... [ ]
   - (Heavy) ..... [ ]
   - (Very Heavy) ..... [ ]
2. Climbing, Balancing ..... [ ]
3. Stooping, Kneeling, Crawling, Crouching ..... [ ]
4. Reaching, Handling, Fingering, Feeling ..... [X]
5. Talking, Hearing ..... [ ]
6. Seeing, Depth perception, Color vision ..... [X]

WORKING CONDITIONS

1. (Inside) ..... [X]
   - (Outside) ..... [ ]
   - (Inside and outside) ..... [ ]
2. Cold, Temperature changes ..... [ ]
3. Heat, Temperature changes ..... [ ]
4. Wet, Humid ..... [ ]
5. Noise, Vibration ..... [ ]
6. Hazards (Mechanical, Electrical, Burns) ..... [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. ..... [ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. Contract - 8

FIRM: Goodwill Industries of Greater Detroit 48202

ADDRESS: 6522 Brush Street, Detroit, Michigan

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

D.O.T. TITLE: Plumber Hardware Assembler CODE: 8-93.48

FIRM TITLE: Metal Valve Assembly CODE:

DEPT.: Contract SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Place rubber ring over valve stem and seat in groove.
Place spring on stem and insert in cover.
Fasten with snap ring.
Cement fibre bumper valve cover.
Affix two guide pins in reamed holes with light hammer.
Cement gasket on cover.
Drive two screws in cover with mechanical press.

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Read, write, simple arithmetic and quantity judgment.
On-the-job training.
Some mechanical experience.
Good finger dexterity.
Mechanical aptitude.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Must be able to move about.
Simple mechanical aptitudes, a prime factor in meeting production standards, as well as finger dexterity.
Use of small hand tools required.

DATE: December 15, 1963

PREPARED BY: C. Jarman, Goodwill Industries

VERIFIED BY: D. T. McGregor, Dir. Rehab. Serv.

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[X]
	(Medium)	[ ]
	(Heavy)	[ ]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[ ]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[ ]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. Contract - 9

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit, Michigan 48202

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Cut wire to lengths as diagrammed.
Identify wire end by number.
Bundle wires to pattern.
Coiled and put in containers for shipment.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Portions of work being performed could be considered sedentary.

DATE: December 15, 1963

PREPARED BY: C. Jarman, Goodwill Industries

VERIFIED BY: D. T. McGregor, Dir. Rehab. Serv.

D.O.T. TITLE: Cable Maker CODE: 9-00.91

FIRM TITLE: Wire Harnesses CODE:

DEPT.: Contract SEX: M/F AGE: Open

RATE OF PAY:

HOURS OF WORK: 40 Hours

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Eighth grade education and/or ability to read simple diagrams.
On-the-job training.
No experience necessary.
Mechanical adaptability.

PHYSICAL DEMANDS

1. Strength
   - (Sedentary) [ ]
   - (Light) [X]
   - (Medium) [ ]
   - (Heavy) [ ]
   - (Very Heavy) [ ]
2. Climbing, Balancing [ ]
3. Stooping, Kneeling, Crawling, Crouching [ ]
4. Reaching, Handling, Fingering, Feeling [X]
5. Talking, Hearing [ ]
6. Seeing, Depth perception, Color vision [X]

WORKING CONDITIONS

1. (Inside) [ ]
   (Outside) [ ]
   (Inside and outside) [ ]
2. Cold, Temperature changes [ ]
3. Heat, Temperature changes [ ]
4. Wet, Humid [ ]
5. Noise, Vibration [ ]
6. Hazards (Mechanical, Electrical, Burns) [ ]
7. Fumes, Odors, Dust, Poor Ventilation, etc. [ ]

Form MESC 2516
(Rev. 5-60)

JOB DESCRIPTION

NO. Contract - 10

FIRM: Goodwill Industries of Greater Detroit

ADDRESS: 6522 Brush Street, Detroit, Mich.48202

REPORT TO: Mr. McGregor TEL: TR. 3-3600

HOW TO REACH:

INDUSTRY:

JOB DESCRIPTION: (WHAT the worker does and HOW he does it)

Disassemble transformer. Check for electrical burns, damaged or worn parts. Install new parts as required. Paint and clean up. Reassemble for operational checking.

D.O.T. TITLE: Transformer Repairman I CODE: 7-53.363

FIRM TITLE: Distribution Transformer Repair CODE:

DEPT.: Contract SEX: M AGE: Open

RATE OF PAY:

HOURS OF WORK: 40

UNION: None

EDUCATION, TRAINING, EXPERIENCE, SKILLS & KNOWLEDGE:
(Minimum and preferred requirements)

Minimum education.
On-the-job training.
Mechanical experience helpful.
Soldering, minor wiring.

PHYSICAL EXAM: [X] Yes [ ] No

BY: [X] Co. Physician [ ] Family Physician

SELECTION PLAN DATA: (include key jobs to which worker may be promoted or transferred)

TESTS:

COMMENTS:

Requires rather high degree of mechanical adaptability.

Must be ambulatory.

General knowledge of hand tools.

DATE: December 15, 1963

PREPARED BY: C. Jarman

VERIFIED BY: D. McGregor, Dir. Rehab. Services

PHYSICAL DEMANDS

1. Strength	(Sedentary)	[ ]
	(Light)	[ ]
	(Medium)	[ ]
	(Heavy)	[X]
	(Very Heavy)	[ ]
2. Climbing, Balancing		[ ]
3. Stooping, Kneeling, Crawling, Crouching		[X]
4. Reaching, Handling, Fingering, Feeling		[X]
5. Talking, Hearing		[X]
6. Seeing, Depth perception, Color vision		[X]

WORKING CONDITIONS

1.	(Inside)	[X]
	(Outside)	[ ]
	(Inside and outside)	[ ]
2. Cold, Temperature changes		[ ]
3. Heat, Temperature changes		[ ]
4. Wet, Humid		[ ]
5. Noise, Vibration		[ ]
6. Hazards (Mechanical, Electrical, Burns)		[X]
7. Fumes, Odors, Dust, Poor Ventilation, etc.		[ ]

APPENDIX D

GOODWILL INDUSTRIES OF DETROIT

APPLICATION & EMPLOYMENT RECORD

GOODWILL INDUSTRIES OF DETROIT

APPLICATION & EMPLOYMENT RECORD

Date_____

Name_____ Sex_____ Height_____ Weight_____
Address_____ City_____ State_____
Address Change_____ City_____ State_____
Address Change_____ City_____ State_____
Birthdate_____ Phone_____ Color Hair_____ Color Eyes_____
Citizen of U.S._____ How long in city_____ State_____ Licensed Driver_____
Referred by_____ Service desired_____
Marital Status_____ Name of Spouse_____ Soc. Sec. #_____
Child. Home_____ Ages_____ Other Dependents_____
Military Status_____ Type of Discharge_____ Amt. Compensat'n_____
Service Dates_____
Describe Disability_____
_____
When & How Caused_____
_____

Education (Circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17
College_____ Dates_____ Degrees Earned_____
Trade Learned_____ Dates_____ Place_____
Previously served by what other agencies?_____ Dates_____
_____ Dates_____ _____ Dates_____
Previously employed by Goodwill Industries?_____ Dates_____
Salary Expected_____ Other Income_____ Sources_____

Past Employment--begin with most recent:

Firm (Name & Address)	Position	Dates	Reason for leaving	Wages
1.				
2.				
3.				

Were you ever denied Bond?_____ If so, why?_____
Clinic #'s_____
Personal Physician_____
Organization Memberships_____
Skills, Hobbies_____
List three references with mail or phone contact; (Other than relatives)
1._____
2._____
3._____
Notify in emergency_____
Address_____ Phone #_____

I do hereby swear the above answers are true and correct to the best of my knowledge. I further realize that Goodwill Industries is not permanent employment, but an organization in which I may gain knowledge and experience which will better equip me for employment in the community.

Signed_____ Date_____

APPENDIX E

SCORING MANUAL

SCORING MANUAL

1 Identification Number:

Line 1,
Col.1,2 & 3

2 Work Adjustment:

Line 1,
Col.4

1. High
2. Average
3. Low

3 Sex:

Line 1,
Col.5

1. Male
2. Female
3. Unknown

4 Height:

Line 1,
Col.7,8

1. 5 feet or less
2. Over 5' 1"-5' 3"
3. " 5' 3"-5' 5"
4. " 5' 5"-5' 7"
5. " 5' 7"-5' 9"
6. " 5' 9"-5' 11"
7. " 5' 11"-6' 1"
8. " 6' 1"-6' 3"
9. " 6' 3"

5 Weight:

Line 1,
Col.9,10

1. 99 lbs.or less
2. 100-119 lbs.
3. 120-139 "
4. 140-159 "
5. 160-179 "
6. 180-199 "
7. 200-219 "
8. 220-239 "
9. 240-259 "
10. 260 lbs.or more

6 Address:

Line 1,
Col.11,12

1. High Income
2. Above Average
3. Average
4. Below Average
5. Low Income Area
6.
7.
8.
9.
10.

7 Age:

Line 1,
Col.13,14

1. 20 or less
2. 21-25
3. 26-30
4. 31-35
5. 36-40
6. 41-45
7. 46-50
8. 51-55
9. 56-60
10. 61-65
11. Over 65

8 How Long in City:

Line 1,
Col.15,16

1. Less than 3 months
2. 3 months-1 year
3. Over 1- 3 years
4. " 3- 5 "
5. " 5-10 "
6. " 10-15 "
7. " 15-20 "
8. " 20-25 "
9. " 25-35 "
10. " 35 years
X. D.N.A.

9 How Long in State:

Line 1, Col.17,18

1. Under 3 months
2. 3 months-1 year
3. Over 1- 3 years
4. " 3- 5 "
5. " 5-10 "
6. " 10-15 "
7. " 15-20 "
8. " 20-25 "
9. " 25-35 "
10. " 35
X. D.N.A.

10 Referred By:

Line 1, Col.19,20

1. Self
2. Goodwill Employee
3. Relative (if not 2)
4. D.V.R.
5. V.A.
6. Board of Education
7. Church
8. M.E.S.C.
9. Friend
10. Other
X. D.N.A.

11 Service Desired:

Line 1, Col.21,22

1. Vague Response
2. Employment
3. Evaluation
4. Training
5. Other
6.
7.
8.
9.
10.
X. D.N.A.

12 Marital Status:

Line 1, Col.23,24

1. Married
2. Single
3. Divorced
4. Separated
5. Widowed
6.
7.
8.
9.
10.
X. D.N.A.

13 Children at Home:

Line 1, Col.25,26

1. One
2. Two
3. Three
4. Four
5. Five
6. Six
7. Seven
8. Eight
9. Nine
10. Ten or More
X. D.N.A.

14 Military Status:

Line 1, Col.27,28

1. Air Force
2. Army
3. Coast Guard
4. Marines
5. Navy
6. Other
7.
8.
9.
10.
X. D.N.A.

15 Type of Discharge:

Line 1, Col.29,30

1. Honorable
2. Without Honor
3. Dishonorable
4. Medical
5.
6.
7.
8.
9.
10.
X. D.N.A.

16 Amount of Compensation:

Line 1, Col.31,32

1. None
2. $ 1-$20/month
3. $21-$50/ "
4. $51-$75/ "
5. Over $76 "
6.
7.
8.
9.
10.
X. D.N.A.

SCORING MANUAL (Cont'd.)

17 Service Dates:

Line 1, Col.33,34

1. One Year or Less
2. Over 1 - 2 years
3. " 2 - 3 "
4. " 3 - 4 "
5. " 4 - 5 "
6. " 5 - 6 "
7. " 6 - 7 "
8. " 7 - 8 "
9. " 8 - 9 "
10. " 9 or more

18 Classification of Disability:

Line 1, Col.35,36

1. Arthritis
2. Cerebral Palsy
3. Multiple Sclerosis
4. Muscular Dystrophy
5. Paraplegia
6. Monoplegia
7. Hemiplegia
8. Poliomyelitis
9. Other Paralyses
10. Other Orthopedic
11. Cardio-Vascular Disease
12. Peripheral " "
13. Visual Defects
14. Hearing Defects
15. Epilepsy
16. Mental Retardation
17. Psycho Neurotic
18. Alcoholics
19. Arrested Tuberculosis
20. Endocrine Disorders
21. Aged
22. Socially Handicapped
23. Respiratory (A)
24. Respiratory (B)
25. Speech Defects
26. Miscellaneous
27. Non-Handicapped

19 When Caused:

Line 1, Col.37,38

1. 0 - 5 years ago
2. Over 5-10 years ago
3. " 10-15 " "
4. " 15-20 " "
5. " 20-25 " "
6. " 25
7.
8.
9.
10.
X. D.N.A.

20 How Caused:

Line 1, Col.39,40

1. Congenital
2. Illness
3. Accident
4. Other
5. Military
6.
7.
8.
9.
10.
X. D.N.A.

SCORING MANUAL (Cont'd.)

21 Education:

Line 1, Col.41,42

1. 1- 3 years
2. Over 3- 6 "
3. " 6- 9 "
4. " 9-12 "
5. " 13 "
6. " 14 "
7. " 15 "
8. " 16 "
9. Over Graduate Level
10. Over M.A. Level
X. D.N.A.

22 Trade Learned:

Line 1, Col.43,44

1. Professional Teaching or Management
2. Clerical & Kindred
3. Service Occupation
4. Agricultural, Fishery, Forestry, etc.
5. Manufacturing
6. Non-manufacturing, Mining
7. Construction Work
8. Utility Company
9. Miscellaneous
10. Artistic
X. D.N.A.

23 Previously Seen by Other Agencies:

Line 1, Col.45,46

1. One
2. Two
3. Three
4. Four
5. More than Four
6.
7.
8.
9.
10.
X. D.N.A.

24 Previously Employed by Goodwill:

Line 1, Col.47,48

1. Once
2. Twice
3. More than Twice
4.
5.
6.
7.
8.
9.
10.
X. D.N.A.

25 Salary Expected:

Line 1, Col.49,50

1. Don't Know
2. Any Amount
3. $ 1 - $20 /week
4. $21 - $40 /week
5. $41 - $60 /week
6. $61 - $80 /week
7. $81 - $100/week
8. Over $100/week
9.
10.
X. D.N.A.

26 Other Income:

Line 1, Col.51,52

1. $ 1 - $ 5 /week
2. $ 6 - $10 /week
3. $11 - $15 /week
4. $16 - $20 /week
5. $21 - $25 /week
6. $26 - $30 /week
7. $31 - $35 /week
8. $36 - $40 /week
9. $41 - $50 /week
10. $51 or more
X. D.N.A.

27 Sources of Income:

Line 1, Col.53,54

1. Parents
2. "Other Relatives"
3. Rents/Investments (Own)
4. Wages, Rents & Investments
5. Wages, Rents & Investments (Parents)
6. Welfare
7. Pension
8.
9.
10.
X. D.N.A.

28 Past Employers:

Line 1, Col.55,56

1. 1 In Past 10 yrs.
2. 2 In Past 10 yrs.
3. 3 or 4 In Past 10 yrs.
4. 5 or More In Past 10 yrs.
5. Pattern of Unexplained Unemployment
6.
7.
8.
9.
10.
X. D.N.A.

29 Reasons for Leaving Last Job:

Line 1, Col.57,58

1. Advancement (better jobs)
2. Poor Health or Accident
3. Fired
4. Temporary Lay-off
5. Other
6. Out of Business
7.
8.
9.
10.
X. D.N.A.

30 Wages Last Job:

Line 1, Col.59,60

1. $ 20-$ 30/week
2. $ 31-$ 40/week
3. $ 41-$ 50/week
4. $ 51-$ 60/week
5. $ 61-$ 70/week
6. $ 71-$ 80/week
7. $ 81-$ 90/week
8. $ 91-$100/week
9. $100 or More
10. Under $20/week
X. D.N.A.

31 Organizational Membership:

Line 1, Col.61,62

1. Business & Professional
2. Social
3. Service Organization
4. Labor Union
5. Church Organization
6. Veterans Group
7. Scout Leader
8. YMCA - YWCA
9. Fraternal
10.
X. D.N.A.

32 Hobby:

Line 1, Col.63,64

1. Reading
2. Writing
3. Photography
4. Fishing, Hunting
5. Spectator Sports
6. Domestic Activities
7. Social
8. Arts
9.
10.
X. D.N.A.

33 Job Classifications:

Line 1, Col.65,66

1. Administrative Staff
2. Supervisory Staff
3. Clerical Staff
4. Truck Driver
5. Truck Helper
6. Unloading Crew
7. Sales Clerk
8. Cashier
9. Store Manager & Ass't.
10. Building Maintenance
11. Elect. & Appliance Repair
12. Furniture Repair
13. Sanding
14. Upholstering
15. Clothing Repair
16. Clothing Finishing
17. Sorting
18. Shoe Repair
19. Foreman
20. Contract Production
21. Contract Appliance Repair
22. Pricer
23.
24.
25.
26.

34 T Score for L

Line 1, Col.67,68

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

35 T Score for F

Line 1, Col.69,70

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

36 T Score for K

Line 1, Col.71,72

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

37 T Score for Hs

Line 1, Col.73,74

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

38 T Score for D

Line 1, Col.75,76

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

39 T Score for Hy

Line 1, Col.77,78

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

40 T Score for Pd

Line 1, Col.79,80

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

41 T Score for Mf

Line 2, Col.7,8

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

42 T Score for Pa

Line 2, Col.9,10

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

43 T Score for Pt

Line 2, Col.11,12

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

44 T Score for Sc

Line 2, Col.13,14

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

45 T Score for Ma

Line 2, Col.15,16

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

46 T Score for Si:

Line 2, Col.17,18

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

47 Quality of Work:

Line 2, Col. 19, 20

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

48 Quantity of Work:

Line 2, Col. 21, 22

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

49 Work Habits:

Line 2, Col. 23, 24

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

50 Relationship with People:

Line 2, Col. 25, 26

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

51 Learning Ability:

Line 2, Col. 27, 28

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

52 Attitude:

Line 2, Col. 29, 30

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

53 Personal Fitness:

Line 2, Col. 31, 32

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

54 Initiative:

Line 2, Col. 33, 34

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

SCORING MANUAL (Cont'd.)

55 Dependability:

Line 2, Col.35,36

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

56 Knowledge:

Line 2, Col.37,38

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

57 Score on Wonderlic

Line 2, Col.39,40

1. 01
2. 02
3. 03
4. 04
5. 05

↓ ↓

50. 50

58 T Score for A

Line 2, Col.41,42

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

59 T Score for R

Line 2, Col.43,44

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

60 T Score for Es

Line 2, Col.45,46

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

61 T Score for Lb

Line 2, Col.47,48

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

62 T Score for Ca

Line 2, Col.49,50

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

63 T Score for Dy

Line 2, Col.51,52

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

64 T Score for Do

Line 2, Col.53,54

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

65 T Score for Se

Line 2, Col.55,56

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

66 T Score for Pr

Line 2, Col.57,58

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

67 T Score for St

Line 2, Col.59,60

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

68 T Score for Cn

Line 2, Col.61,62

1. 0 - 10
2. 11 - 20
3. 21 - 30
4. 31 - 40
5. 41 - 50
6. 51 - 60
7. 61 - 70
8. 71 - 80
9. 81 - 90
10. 91 -100

APPENDIX F

MINNESOTA MULTIPHASIC PERSONALITY INVENTORY

PROFILE SHEETS FOR MALES AND FEMALES

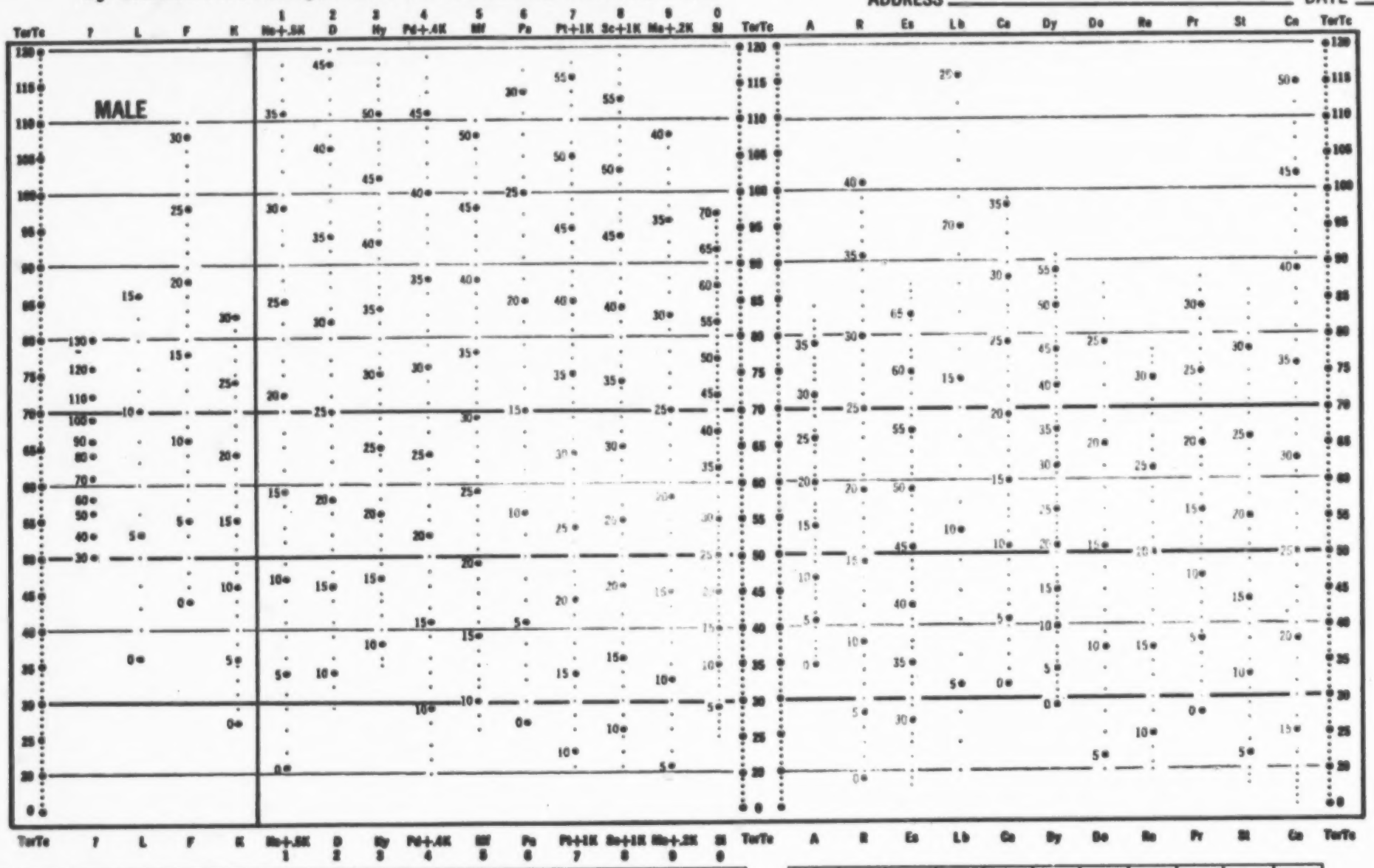
MINNESOTA MULTIPHASIC PERSONALITY INVENTORY

By Starke R. Hathaway, Ph. D. and J. Charnley McKinley, M. D.

NAME _____

ADDRESS _____ DATE _____

M



	?	L	F	K	Hs+.5K 1	D 2	Hy 3	Pd+.4K 4	Mf 5	Pa 6	Pt+1K 7	Sc+1K 8	Ma+.2K 9	Si 0
RAW SCORE WITHOUT K														
T SCORE WITHOUT K														
RAW SCORE WITH K														
T SCORE WITH K														

	A	R	Es	Lb	Ca	Dy	Do	Re	Pr	St	Ca
RAW SCORE WITHOUT K											
T SCORE WITHOUT K											

OCCUPATION _____ DATE TESTED _____

EDUCATION _____ AGE _____

MARITAL STATUS _____ REFERRED BY _____

SIGNATURE _____

Scored by NATIONAL COMPUTER SYSTEMS—1016 South 6th, Minneapolis, Minn. FORM MP-RM

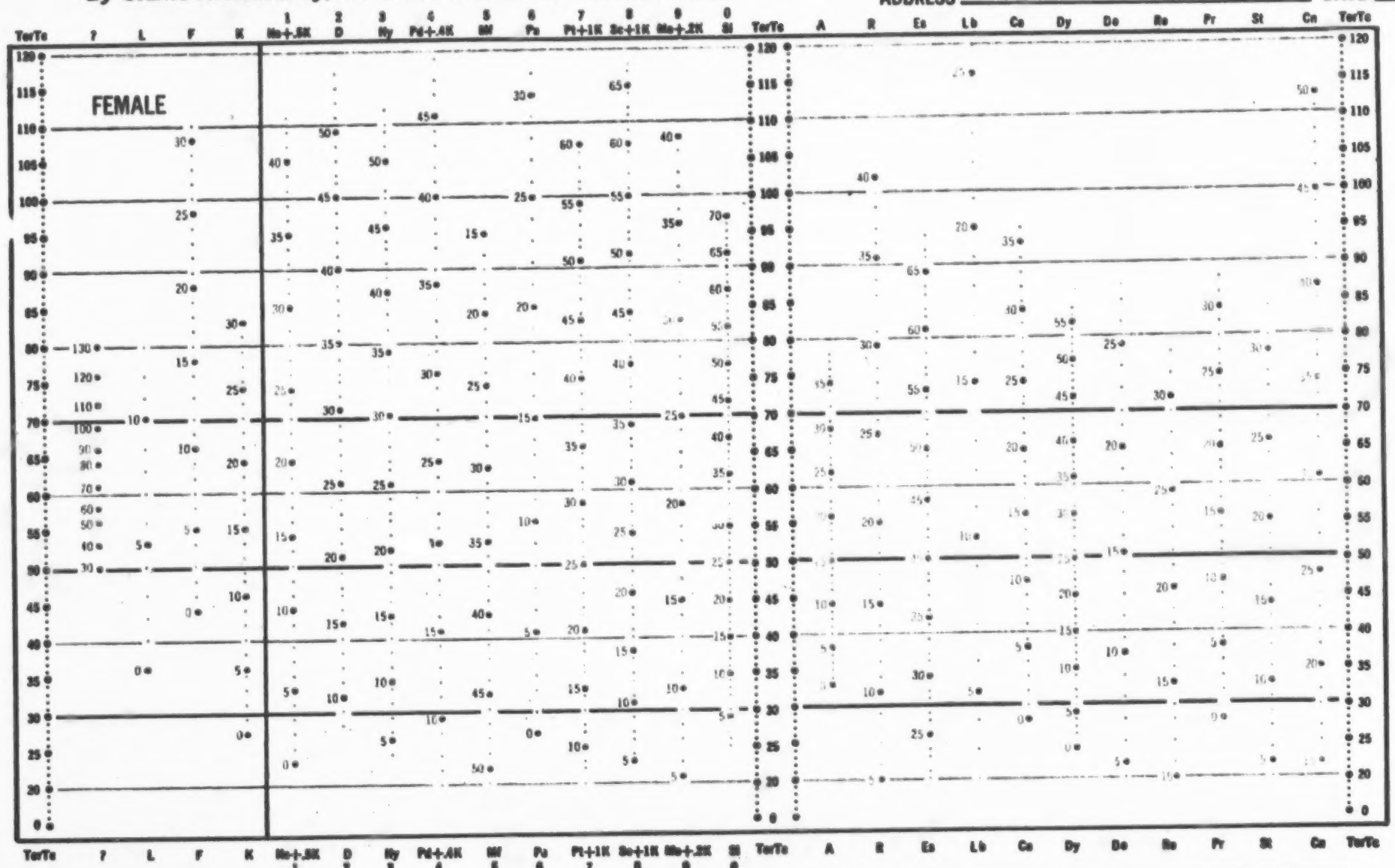
MINNESOTA MULTIPHASIC PERSONALITY INVENTORY

By Starke R. Hathaway, Ph. D. and J. Charnley McKinley, M. D.

NAME _____

ADDRESS _____ DATE _____

F



	?	L	F	K	Hs+.5K 1	D 2	Hy 3	Pd+.4K 4	Mf 5	Pa 6	Pt+1K 7	Sc+1K 8	Ma+.2K 9	Si 0
RAW SCORE WITHOUT K														
T SCORE WITHOUT K														
RAW SCORE WITH K														
T SCORE WITH K														

A	R	Es	Lb	Co	Dy	Do	Re	Pr	St	Cn

OCCUPATION _____ DATE TESTED _____

EDUCATION _____ AGE _____

MARITAL STATUS _____ REFERRED BY _____

SIGNATURE _____

Scored by NATIONAL COMPUTER SYSTEMS—1010 South 6th, Minneapolis, Minn. Form MP-2F

APPENDIX G

SCRIPT FOR ADMINISTERING TESTS

SCRIPT USED DURING TEST ADMINISTRATION

AS EMPLOYEES IN GOODWILL INDUSTRIES, YOU HAVE BEEN ASKED TO PARTICIPATE IN A RESEARCH PROJECT WHICH WILL BENEFIT ALL FUTURE EMPLOYEES IN OUR ORGANIZATION.

BEFORE WE BEGIN THE TESTING PERIOD, A FEW THINGS SHOULD BE POINTED OUT TO YOU. FIRST OF ALL, YOU WILL NOTICE THAT THE TEST MATERIALS WHICH YOU HAVE BEFORE YOU DO NOT CONTAIN YOUR NAME. IN PLACE OF THE NAME ON EACH TEST AND ANSWER SHEET IS A CODE NUMBER. THIS IS DONE TO PROTECT YOUR IDENTITY, SO THAT NO ONE IN OUR ORGANIZATION WILL KNOW EXACTLY HOW YOU, AS AN INDIVIDUAL, ANSWERED ANY QUESTION ON THIS TEST. IN REALITY, THE INFORMATION THAT WE SECURE FROM THIS RESEARCH IS NOT AN EFFORT TO TEST YOU AS AN INDIVIDUAL, BUT, RATHER, TO FIND OUT AS A GROUP WHAT GOODWILL EMPLOYEES ARE LIKE. LET ME EMPHASIZE AGAIN THE FACT THAT NO INFORMATION SECURED DURING THIS TESTING PERIOD WILL HAVE ANY INFLUENCE UPON YOU, YOUR JOB, OR YOUR FUTURE WITH GOODWILL INDUSTRIES SINCE NO ONE WILL BE IN A POSITION TO KNOW EXACTLY WHAT SCORE YOU, AS AN INDIVIDUAL, OBTAINED.

YOU HAVE BEFORE YOU A PACKET OF TEST FORMS. THE FIRST TEST THAT WE ARE GOING TO USE IS CALLED THE "WONDERLIC PERSONNEL TEST--FORM A." AT THIS TIME BE SURE THAT YOU HAVE THIS PARTICULAR FORM BEFORE YOU..... THE WONDERLIC PERSONNEL TEST--FORM A.

I WOULD LIKE FOR YOU TO FOLLOW THE INSTRUCTIONS ON THE FIRST PAGE WHERE IT SAYS: "READ THIS PAGE CAREFULLY. DO EXACTLY AS YOU ARE TOLD. DO NOT TURN OVER THIS PAGE UNTIL YOU ARE INSTRUCTED TO DO SO."

PLEASE READ THE FOLLOWING QUESTIONS.

(The front page of the Wonderlic Personnel Test--Form A was read to everyone who participated in the testing. The questions were worked out as a group. All questions were answered, as instructed in the Wonderlic Personnel Test Manual. The test was then begun.)

READY?.....BEGIN!

(With the tape recorder still running, the test was timed for 12 minutes. At the end of the 12-minute period, the following was played back from the tape.)

STOP!

YOU HAVE NOW COMPLETED THE WONDERLIC PERSONNEL TEST. PLACE THIS PARTICULAR TEST TO ONE SIDE WHERE IT CAN BE PICKED UP WHILE YOU ARE WORKING ON THE NEXT QUESTIONNAIRE.

YOU WILL NOTICE IN FRONT OF YOU A BOOKLET WHICH IS ENTITLED "MINNESOTA MULTIPHASIC PERSONALITY INVENTORY." DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO. DO NOT MAKE ANY MARKS ON THIS BOOKLET. ALONG WITH THE BOOKLET IS AN ANSWER SHEET ON WHICH YOU WILL FIND YOUR CODE NUMBER. THIS IS THE ONLY SHEET OF PAPER ON WHICH YOU WILL MAKE ANY PENCIL MARKS AT ALL. LOOK CAREFULLY AT THE COVER OF YOUR TEST BOOKLET AND READ WITH ME THE INSTRUCTIONS.

(The front page of the MMPI test booklet was read to everyone taking part in the testing session. Following the reading of the instructions, this information was then given.)

BEFORE YOU START THIS MINNESOTA MULTIPHASIC PERSONALITY INVENTORY, I WOULD LIKE TO SAY THAT THIS IS NOT A TIMED TEST. AS SOON AS YOU COMPLETE THE QUESTIONS IN THE BOOKLET, YOU ARE FREE TO LEAVE AND RETURN TO YOUR PARTICULAR RESPONSIBILITY. SINCE YOU WILL BE LEAVING AT DIFFERENT TIMES, AND IT MAY BE IMPOSSIBLE FOR THE MONITOR TO SPEAK TO EACH ONE OF

YOU INDIVIDUALLY, LEAVE YOUR BOOKLET AND THE ANSWER SHEET WHERE YOU ARE SITTING AND IT WILL BE PICKED UP.

I WOULD LIKE TO TAKE THIS OPPORTUNITY TO EXTEND TO EACH OF YOU MY PERSONAL THANKS FOR YOUR COOPERATION. ONLY AS A MAJORITY OF OUR EMPLOYEES COOPERATE IN THIS RESEARCH ARE WE GOING TO BE ABLE TO "COME UP WITH" SOME CONCRETE CONCLUSIONS AND ANSWER SOME OF THE RESEARCH QUESTIONS WHICH WE HAVE BEEN ASKED TO DO.

YOUR COOPERATION IN THIS MATTER IS GREATLY APPRECIATED, AND, AGAIN, LET ME STRESS, THIS INFORMATION WHICH WE SECURE DURING THIS TESTING WILL IN NO WAY AFFECT YOUR JOB OR YOUR FUTURE IN GOODWILL INDUSTRIES.

IF YOU ARE READY, YOU MAY TAKE YOUR ANSWER SHEET, OPEN THE BOOKLET, AND BEGIN!